

# **Washington School for the Deaf**



**Parent - Student  
HANDBOOK  
2004-2005**



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**WASHINGTON SCHOOL FOR THE DEAF  
PARENT – STUDENT HANDBOOK 2004-2005**

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# WASHINGTON SCHOOL FOR THE DEAF

## **MISSION STATEMENT**

The mission of the WSD is to address the needs of deaf/hard of hearing students throughout the state by providing instructional services, partnering with other parents and other agencies for systemic, integrated services to improve learning outcomes regardless of where students attend school.

## **Strategic Priorities**

Academic Excellence: All deaf and hard of hearing students will be afforded the opportunity to meet or exceed State educational standards as defined by the Washington State Essential Learnings.

Outreach: Create an outreach program which supports the educational needs of deaf and hard of hearing children in Washington State.

Funding: Maximize our ability to access funding sources in order to accomplish the goals of WSD and meet the needs of our students.

Staffing: WSD personnel will promote a culturally appropriate communication environment.

Community Collaboration: Establish internal and external partnerships that support student learning, shared community resources, and increased educational opportunities.

Technology: Ensure that WSD has and utilizes current and emerging technologies for education and school operations.

Student Staff Communication: All deaf, hard of hearing and hearing staff, all students and parents will be afforded the opportunity to have clear and concise communication.

## **WSD PROGRAMS**

The Washington State School for the Deaf (WSD) is a State Agency established to educate age birth to 21 year old deaf and hard of hearing students in the state of Washington. As a related service, the Washington State School for the Deaf extends the option of a Residential Program to all students who do not live within commuting distance of the agency. Students from across Washington State live in the cottages and dormitories during the week and go home to their families on weekends. Academic and residential programs are offered at no cost to parents in Washington State.



# BOARD OF TRUSTEES

<b>Name</b>	<b>District</b>	<b>Contact Info.</b>
Holly Parker Jensen	1	TetonPines@comcast.net
Pat Clothier	2	bayviewwomen@verizon.net
Bruce Romanish	3	romanish@vancouver.wsu.edu
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**Voice: (360) 696-6525**  
**(Press 1 and the four digit extension)**  
**TTY: (360) 418-4366**

### **ADMINISTRATION**

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Rick Hauan, Assistant Superintendent	x0402	rick.hauan@wsd.wa.gov
Judy Smith, Executive Assistant	x0401	judy.smith@wsd.wa.gov
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### **BUSINESS OFFICE**

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### **HUMAN RESOURCES**

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### **TECHNOLOGY**

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### **ACADEMIC PROGRAM**

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## **CLASSROOM ASSISTANTS/SUPPORT STAFF**

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## **OUTREACH PROGRAM**

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## **RESIDENTIAL LIFE**

### **Residential Program Supervisors**

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## **GIRLS RESIDENCES**

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**Roberts West**  
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### **Evenings:**

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**Watson East Staff Phone***Student Phone***Evenings:**

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**BOYS RESIDENCES**

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Bruce Catron

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**Roberts East***Student Phone***Evenings:**

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# **GENERAL INFORMATION**

## **Bus Service/Transportation**

### **ESD Bus Service for Day Students**

School bus transportation is provided by the Educational Service District, (ESD) 112 for all students who attend WSD on a daily basis. WSD contracts with a charter bus service to provide residential students with transportation to and from school. Students must comply with the rules of the bus service. If a student is removed from the bus for disciplinary reasons, the parents will be responsible for the student's transportation to and from school. For information, please contact (360) 696-6525 ext. 4361. For information from ESD 112, please contact ESD Transportation (360) 750-7510. If public schools in our area are closed due to inclement weather, no local transportation is provided. Vancouver area school closures are announced on Portland and Vancouver radio and TV stations.

### **Charter Bus Service and Flights for Residential Students**

Parents/guardians of students who are transported by Washington School for the Deaf are responsible for arranging adult supervision on Sunday to wait with any student who is under the age of 18 until such time as the student has boarded the bus/plane. Parents are to understand that a minor child may not wait at the bus stop/airport unattended. Parents/guardians are responsible for meeting the bus/plane at the designated stop/gate at the scheduled time of arrival. Parents/guardians may designate another adult to drop off or pick up their child. Parents will be asked to sign a release on file prior to pick-up. Please approach the transportation monitor/airline representative to sign out your child. Be prepared to show identification. Parents will be called if chartered buses or airlines are not able to transport students. Updates will be posted on WSD's Information Line at (800) 418-4332. If you have any questions, please call the transportation secretary at (360) 696-6525, ext. 4361 (office). On Fridays and Sundays, the transportation secretary can be reached at (360) 921-1443 (cell phone) or (360) 408-0472 (pager).

### **Frequent Flyer Miles**

Washington School for the Deaf establishes, maintains, and redeems mileage plans for all students that the school provides air transportation. All air travel is purchased with State funds and as such the frequent flyer miles earned by these purchases will remain property of the WSD. All frequent flyer mileage reimbursement will be used for State business. **At no time shall any frequent flyer mileage be exchanged for student's personal travel.**

All students regardless of age must follow all behavior expectations. Failure to do so may result in disciplinary action including the need to find other means of transportation.

Washington School for the Deaf will transport a child only to his/her designated flight bus stop. If your child is not going to use WSD transportation, a release form must be completed and given to the transportation secretary (360) 696-6525 ext. 4361 on or before 5:00 p.m. Tuesday of that week.

### **Missed Transportation**

If a student misses the WSD provided transportation on any scheduled travel day, the student's parent and/or the student themselves (if over 18) will assume responsibility for transporting the student back to WSD.

If you are late in picking up your child (15 minutes beyond the designated time), the monitor or airline will call Child Protective Services (CPS) or 911. CPS will place your child in foster care until you are able to have the child released to you. In that circumstance, you will be liable for any and all additional costs. If there is no contact with CPS or 911 in your local area, your child will be returned to Vancouver and placed in the custody of Vancouver CPS. All further inquiries at that time must be directed to Vancouver CPS at (360) 696-6678.

## **Child Abuse**

Professional school personnel are required by Washington State Law, RCW 26.44.030, to report child abuse. When staff have "reasonable cause to believe that a child has suffered child abuse or neglect", he/she shall report such incident, or cause a report to be made, to the proper law enforcement agency or to the Department of Social and Health Services. By state law, all reports must be made within 48 hours to the proper agencies.

## **Compulsory Attendance law**

All parents in the State of Washington of any child between the ages of eight and 18 shall cause such child to attend school and such child shall have the responsibility to attend full time when such school may be in session unless they qualify as an exception under the law. Such exceptions include private and home school options and other special circumstances.

In an effort to encourage all students and their families to comply with the compulsory attendance law, new requirements have been added which include notification of parents of nonattendance, scheduling conferences and other steps to eliminate or reduce student absences. District truancy procedures are available at school offices and attendance exceptions are listed in the Compulsory School Attendance and Admission Law, Chapter 28A.225 RCW, available at the administration office or the public library.

## **Computer and Technology Information**

WSD offers its students an educational environment infused with technology. Computers are present in every department and students are given opportunities to learn about technology at an early age and utilize computers in academic and residential programs.

Students and staff must follow State of Washington and WSD policies for computer and Internet usage. The school has an Acceptable Use Agreement that must be signed by both the student and his/her parents before he/she is given the opportunity to use the school computers. A student who violates any of the guidelines outlined in the policy will be dealt with according to the school expectations.

The Computer Acceptable Use Agreement outlines the expected behavior for computer use. The school considers access to computers on campus a privilege and will not tolerate flagrant misuse. Students are instructed in the proper care and correct procedures for using computers. Computers across campus consist of PC computers, CD-ROM drives, monitors, scanners, digital cameras, presentation projectors, and software. WSD has installed protective programs and filtering systems to provide safe search engines for students accessing the Internet. These filters are not 100% effective. WSD needs and expects parents to assist by providing their child/children with information about what is and what is not appropriate to access.

Security on WSD computer systems is a high priority. Any user identified as a security risk may be denied access to technology services provided through WSD. The Agreement details appropriate and inappropriate use of Internet based technologies such as accessing the World Wide Web and using Internet E-mail accounts.

Students have the privilege of using these computers if they follow the procedural guidelines as stated below:

General computer usage:

1. The use of computers must be consistent with the educational objectives of WSD.
2. Attempts to gain unauthorized access to other student or staff files are prohibited.
3. Any malicious attempt to harm, modify or destroy data of another user is prohibited.
4. Attempts to destroy hardware or software are prohibited.
5. Attempts to make or use illegal copies of software for home use are prohibited.
6. Vandalism, including but not limited to, uploading or creating viruses is prohibited.
7. Computers and lab areas must be kept clean at all times.
8. Students violating any of the above will lose computer use privileges.

Internet usage:

1. Students are expected to be polite and not send abusive messages to others.
2. Students are expected to use appropriate language, not swear or use vulgarities.
3. Students are expected to not reveal personal addresses & phone numbers of themselves or others.
4. Students are expected to maintain legal activities only and not use the computers in such a way that would disrupt the use of others.
5. Students are expected to notify staff members if they encounter illegal or prohibited information while using computers at WSD.

Guarantees: WSD makes no guarantees or warranties of any kind, whether expressed or implied, for computer services or protections. Students, parents and staff realize that with access to computers, information and people all over the world comes the availability of material that may not be considered of

educational value in the context of the school setting. All students are supervised to the greatest extent possible while using computer services. However, it is impossible to control all materials on the global network. WSD firmly believes that the valuable information and interaction available on this worldwide network far outweigh the possibility that users may procure material that is not consistent with the educational goals of the school.

The guidelines are provided so that users and parents are aware of the responsibilities that are necessary for technology use. Ethical, responsible and legal utilization of WSD technologies must be maintained. If a user violates any of these provisions, his or her access to technology use may be terminated and future access may be denied. (WAC 148-120-100(24))



## Computer Acceptable Use Agreement

Students must follow State of Washington and WSD policies for computer and Internet usage. Both the student and his/her parents must sign this school Acceptable Use Policy before he/she is given the opportunity to use the school computers. A student who violates any of the guidelines outlined in this agreement will be dealt with according to the school conduct code and may lose technology privileges.

The school considers access to computers on campus a privilege and will not tolerate flagrant misuse. Students are instructed in the proper care and correct procedures for using computers.

Students have the privilege of using these computers if they follow the procedural guidelines as stated below:

General computer usage:

1. The use of computers must be consistent with the educational objectives of WSD.
2. Attempts to gain unauthorized access to other student or staff files are prohibited.
3. Any malicious attempt to harm, modify or destroy data of another user is prohibited.
4. Attempts to destroy hardware or software are prohibited.
5. Attempts to copy software for home use are prohibited.
6. Vandalism, including but not limited to, uploading or creating viruses is prohibited.
7. Computers and lab areas must be kept clean at all times.

Internet usage:

1. Students are expected to be polite and not send abusive messages to others
2. Students are expected to use appropriate language, not swear or use vulgarities.
3. Students are expected to not reveal personal addresses & phone numbers of themselves or others.
4. Students are expected to maintain legal activities only and not use the computers in such a way that would disrupt the use of others.
5. Students are expected to notify staff members if they encounter illegal or prohibited information while using computers at WSD.

WSD makes no guarantees or warranties of any kind, whether expressed or implied, for computer services or protections. Students, parents and staff realize with access to computers, information and people all over the world comes the availability of material that may not be considered of educational value in the context of the school setting. All students are supervised to the greatest extent possible while using computer services. However, it is impossible to control all materials on the global network. WSD firmly believes that the valuable information and interaction available on this worldwide network far outweigh the possibility that users may procure material that is not consistent with the educational goals of the school.

The guidelines are provided so that users and parents are aware of the responsibilities that are necessary for technology use. Ethical, responsible and legal utilization of WSD technologies must be maintained. If a user violates any of these provisions, his or her access to technology use may be terminated and future access may be denied.

**I understand the above guidelines and provisions for technology use at WSD. I will follow all guidelines and expectations and understand that violation of guidelines above or violation of the general student expectations may result in loss of my technology privileges while at WSD.**

---

Student Signature

Date

I understand the above guidelines and provisions for technology use at WSD. I have discussed all guidelines and expectations with my son / daughter and understand that violation of guidelines above or general student expectations may result in loss of technology privileges while at WSD.

---

Parent or Guardian Signature

Date

## Emergency Information

In the event a student becomes ill or suffers an injury, it is important that the school office knows whom to contact during the school day. Please keep the office up to date with home and work phone numbers. If school should be closed due to bad weather or an emergency situation, it is important that students know an alternate place to go in case no one is at home. Parents are urged to predetermine an alternative plan and be sure each student knows it, and provide a signed release for alternate transportation/drop-offs, etc.

### Emergency Preparedness Information

Should an emergency or disaster situation ever arise while school is in session, WSD has a detailed disaster plan that has been formulated to respond to major catastrophes, including earthquakes and other human-caused or natural disasters. Should a major earthquake or other disaster occur, students will be cared for at the school until a parent can pick them up, or until it is safe to transport students to their homes by school-provided transportation.

Information regarding a school emergency will be broadcast by radio or television on the following local area Stations:

#### AM Radio:

KEWS 620, KXL 750, KPAM 860, KFXJ 910, KUPL 970, KOTK 1080, KEX1190, KMUZ 1230, KVAN 1550

#### FM Radio:

KGON 92.3, KNRK 94.7, KYJM 95.5, KUPL 98.7, KWJJ 99.5, KKRZ 100.3, KINK 101.9, KRSK 105.1, KRSK 105.1, KKJZ 106.7, KVMX 107.5

#### Television:

KATU Ch. 2 KOIN Ch. 6, KGW Ch. 8, KOAP Ch. 10, KPTV Ch. 12, Local Cable TV - check Cable TV directory

In the event of a serious emergency or disaster, students will be kept at school. Parents will be given instructions on the "WSD Information Line" or on local radio and television stations. When it is safe, parents or a responsible adult who has been identified on the "School Emergency Information Form" may pick up students. Please consider the following criteria when authorizing another person on the card to pick up a child at school:

- Must be 18 years of age or older.
- Usually home during the school day.
- Must be known to your child.
- Must be both aware and able to assume the responsibility.

### Emergency Telephone Numbers

Child Protective Services, Clark County	(360) 993-7901
Clark County Crisis Line	(360) 696-9560
Clark County Information & Referral Service	(360) 694-8899
Emergency (ambulance, law enforcement, fire, rescue)	<b>911</b>
Washington Poison Information Center	(800) 732-6985
Washington School for the Deaf	(800) 613-4228, (360) 696-6525
WSD Information Line (V/TTY)	(360) 418-4332

### Evacuation Drills

WSD practices emergency evacuation drills on a regular basis in each department so that students and staff are prepared if a real disaster should occur. Drills include earthquake, fire, and lockdown situations.

### ESP List

Students who exhibit behaviors that could present risk to themselves and/or other students or staff members may be placed on the Extra Supervision Pupils (ESP) list. ESP students are placed on an individualized supervision plan and are supervised very closely. Additionally, staff will provide additional opportunities for ESP students to learn appropriate behaviors and may make modifications in activities or schedules.

## **Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (2000), otherwise known as FERPA or the Buckley Amendment, ensures that parents and students have access to an opportunity to challenge the content of a student's record, and that schools will not release information that directly identifies a student to a third party. Schools may however, release directory information if the school designates certain information as directory information and allows the student or parent to opt out of the directory information exception.

Parents and students have the following rights afforded to them under FERPA: right to inspect and review education records and a description of how a parent or student may assert their right, right to request an amendment to the record and a method for requesting the amendment, right to consent to disclosures of the student's record and an explanation of the conditions under which the school may disclose without prior consent, right to file a complaint with the Family Compliance Office of the Department of Education.

## **Legal Custody Documentation**

In cases involving court-ordered custody of children, WSD must have on file the current, legal documentation of the custody, and any restraining orders. This assures compliance with any court orders and parenting plans. In the absence of directives from the court or custodial parent, and when a non-custodial parent has requested leave to take a child off of the WSD campus, the supervisor on duty has the right to tell the non-custodial parent that the child will remain at school until the child's designated transportation arrives, at which time the child will be transported to the custodial parent or custodial parent designee.

Non-custodial parents have the right to obtain any and all information concerning his or her child that is available to the custodial parent irrespective of the wishes or instructions of the custodial parent unless there is a court order to the contrary.

### **Emancipated Students**

If a student becomes an emancipated minor, that student is encouraged to secure an adult advocate to assist in his/her representation during IEPs and disciplinary procedures. This statement also includes students age 18 and above for whom no guardian has been appointed (WAC 148-171-514 - Transfer of parental rights at age 18). An emancipated student may not list the school as his/her home address. Regardless of age, all students must abide by the policies, procedures and rules of the school. Only emancipated adult students have the authority to write their own excuses for attendance.

## **NAII/Safety Matrix**

The family for all students attending WSD must complete a Needs Assessment Inventory Interview (NAII) with the WSD staff. The questions/answers on the NAII help the staff to formulate the best program for each student.

WSD staff with assistance of the student's family and the transferring school district staff will complete a Safety Risk Matrix prior to the student joining WSD. A new Safety Risk Matrix will be completed on a regular basis. A change in student behavior may result in an increase in the matrix rating. Students who score a high matrix rating will require a review of student records by an outside reviewer. A student who scores a high rating can be denied admission to WSD or expulsion and/or the discussion of appropriate placement with family and Local Education Authority will take place.

## **Medications at WSD**

Children should be given medication at home whenever possible. However, if a child's wellness program requires having medication during school or residential hours, specific procedures must be followed. Specific medication forms must be completed and signed by their health care provider and be on file at school.

If a student needs to receive either prescription or non-prescription medication at school, please contact the nursing office for procedural details at (800) 613-4228, ext. 4333, or (360) 696-6525 ext. 4333. Students may not transport medication on school buses. Please contact the nursing office to arrange when a parent or guardian can drop off necessary medications.



## **Outreach Services**

Washington School for the Deaf has established Outreach services in conjunction with parents, school districts, Office of Superintendent of Public Instruction (OSPI) and Washington Sensory Disabilities Services (WSDS). The Outreach program provides services, which support the educational needs of deaf and hard of hearing children in Washington State. To contact the Outreach office, please call (in Washington state) (800) 613-4228, or (360) 696-6525.

## **Parent Involvement**

Parents are integral and essential members of the educational team at WSD. Parents provide the environment in which students apply information acquired in the classroom. Parents introduce experiences essential to their children's education and reinforce concepts children learn at school. Parent values influence student manners, behavior and motivation to achieve.

WSD asks parents to partner with staff in discouraging the use of self-destructive substances such as tobacco and alcohol and in forbidding the use of drugs or weapons. Parents are asked to work with WSD to help motivate students towards higher achievement and attainment of personal goals. WSD encourages parents to visit classrooms and residential facilities and to become familiar with their child's teachers, classmates, residential Student Life Counselors and Residential Supervisors. Parents may call their child's teacher, Educational Supervisor or Residential Supervisor at any time.

## **Parent Staff Organization (PSO)**

WSD Parent/Staff Organization, which is similar to a school PTA, is open to all parents and staff of WSD. The purpose of PSO is to lend support to WSD. PSO meets periodically and sponsors many fund-raising events. In the past this group has hosted the Registration Day picnic, been active at homecoming, and sold WSD products. For more information, contact PSO President, Dawn Smith at [jmndawn82@msn.com](mailto:jmndawn82@msn.com).

## **Policies and Procedures**

Copies of all WSD policies and procedures are available to the public. Please contact the school department or the superintendent's office (360) 696-6525 for more information.

## **Protection of Pupil Rights Amendment (PPRA)**

The Protection of Pupil Rights Amendment of 2001 (PPRA) applies to schools that accept federal funds. PPRA seeks to ensure that instructional materials are made available to parents for inspection if those materials will be used in connection with survey analysis, or evaluation in which their children participate and requires parental permission if the survey, analysis, or evaluation ask the children to reveal information related to any one of the following categories: political affiliations or beliefs held by the student's family, psychological issues of the student or the student's family, sexual attitudes or behaviors, antisocial, self-incriminating, or illegal behavior of the student.

## **School Facilities**

WSD buildings and grounds are often made available for use to student groups, WSD employee groups, school parent organizations, and community groups during non-school hours.

Use of WSD facilities must be in harmony with the public interest of WSD and comply with state laws and WSD policies and procedures. Weekend and summer uses of school grounds are handled on a limited basis and may involve fees for personnel services to cover costs. For more information, please contact the facilities office at (360) 696-6525 ext. 4362.

## **Search and Seizure**

Searches of students, student possessions and lockers may be deemed a reasonable and necessary tool to protect the interests of all students. The following guidelines shall be observed in order to provide for the safety and welfare of all students and to ensure that the privacy of students is respected.

A student, a student's clothing and other personal property shall be free from searches by school officials unless there is **reasonable grounds** to believe that: a) a law or school rule is or has been broken; b) a particular student has committed the violation or infraction; c) the suspected violation or infraction is of a kind for which there may be physical evidence (i.e., prohibited items, instruments used to commit offense, stolen items, profits or spoils); and d) the sought-after evidence will be found in a particular place associated with the student suspected of committing the violation or infraction.

A search will be reasonable in scope, duration, and intensity (i.e., not excessively intrusive in light of a student's age or gender, any history of previous violations, a student's reputation, whether there is immediate danger or threat, the seriousness of the suspected violation or infraction, the prevalence of the particular disciplinary problem involved, and the reliability of the information used to justify the search). A search includes ordering a student to empty his or her pockets or bags, or looking into a private area or closed container such as a backpack or handbag, or reading private material in a book, journal, diary or letters. A student will be asked to remove an outer garment before a search through the garment's pockets is made or to put down any backpack or handbag before a search of the bag is conducted. A search is **mandatory** if there are reasonable grounds to suspect a student has illegally possessed a **firearm** in violation of RCW 9.41.280. Strip searches (where bare skin in intimate areas or undergarments is revealed) or body cavity searches are not authorized.

Students will be provided with an opportunity to surrender sought-after items. A student may consent to a search of his or her belongings. That consent may be limited to particular places or things. A student may terminate consent to a search at any time; however a search for additional drugs or paraphernalia may continue when controlled substances or illegal drugs are found even though a student or parent revokes consent. If a student refuses to consent to a search, parents and/or the police may be called. If there are already reasonable grounds to believe that evidence of a violation of infraction will be found in a particular place, school officials do not have to rely on consent to search. The student and suspected possessions should be kept under surveillance until police have responded. A student should not be asked to empty his or her pockets if possession of a weapon is suspected.

Vehicles brought onto school property may be subject to search under these rules. Looking through the windows of an automobile parked on School property, without opening the door or reaching into the vehicle to move or manipulate contents, is not a search.

## STUDENT DAILY SCHEDULE

The following is the schedule of a typical day that students experience at WSD. Routine schedules are changed for special events.

<b><i>Student Activity</i></b>	<b><i>Times</i></b>
Rise, dress, and eat breakfast <sup>1</sup>	6:00 – 7:50 am
Leave for school	7:50 – 8:00 am <sup>2</sup>
School day (academics)	8:00 am – 3:00 p.m. Monday through Thursday; 8:00 am – 12:00 noon Friday (students are released early to travel home)
Residential check in	3:00 – 3:30 p.m.
Electives <sup>4</sup>	3:30 – 5:30 p.m.
Dinner	5:30 – 6:30 p.m.
Study time <sup>5</sup>	6:30 – 7:30 p.m. (7:00 p.m. for elementary)
Quiet reading time <sup>6</sup>	Times varies by student age, see chart
Bedtime	Times vary by student age and parental request (see chart)

<b><i>School level</i></b>	<b><i>Quiet reading time</i></b>	<b><i>Lights out time</i></b>
Elementary school	8:00 p.m.	8:30 p.m.
Middle school	9:00 p.m.	9:30 p.m.
High school	9:30 p.m.	10:00 p.m.
ILS	N/A	midnight

*Notes:*

1. Students sign up for a wake up time, and are awakened by the Student Life Counselor (SLC) if needed.
2. Students attending off-campus educational programs (at the Skills Center or Clark College) leave earlier – around 7:20 am.
3. One weekday per week each quarter (often Monday) is an elective free day so students may have some additional unscheduled free time.
4. Study time: The residential staff offers support to ensure all students complete homework assignments. Students do assigned homework in dorms/cottages. SLC's check students' homework daily, assist when needed, and counsel students when homework assignments are not completed. Study time may be extended if needed.
5. Quiet reading time: In an effort to support the academic program and improve student reading levels, the residential department requires that students participate in sustained silent reading for 30 minutes before their bedtime.

*Subnote:* To encourage academic participation, students who are absent from class for more than half a day (except on school-sanctioned absences such as field trips) are not permitted to participate in evening extracurricular or co-curricular activities.

### **Suicide Threats/or Attempts**

Students who threaten to hurt or kill themselves will be sent home or to the hospital for evaluation. Parents are encouraged to be involved in the process and to transport their child.

### **Volunteers**

The goal of WSD is to provide a challenging education that prepares students for a complex and changing world. Parents, extended family, and community members play key roles in our school, from tutoring students to assisting on field trips and/or helping with after school programs. There are short and long-term volunteer opportunities at WSD. For more information, please contact the residential department office at (360) 696-6525 ext. 4361.

## **SCHOOL PROGRAM**

### **Accreditation**

The Washington School for the Deaf is fully accredited by The Northwest Association of Schools and Colleges, and approved by the Conference of Educational Administrators of Schools and Programs for the Deaf. WSD is also listed as a school approved by the Washington State Office of Superintendent of Public Instruction.

### **Age of Majority**

Upon reaching the age of majority (18) years of age, a student will be considered and recognized as an adult student. Adult students assume and are entitled to exercise all rights, duties, and responsibilities otherwise granted to or imposed upon parents by law. At the age of majority (eighteen years of age) all rights are transferred to the student. The adult student shall retain and be entitled to exercise the same until he or she has been judged incapable of exercising these rights by a court of law.

All rights previously given to the parents will be transferred to the student upon reaching 18 years of age.

### **Animals**

Animals at school can provide a valuable learning experience for students but cannot be allowed to endanger students' safety or disrupt learning. Any animal brought to school must be caged or leashed. Prior permission must be obtained from the classroom teacher and the supervising teacher. Bus rules do not permit animals to be taken on the bus, so parents must arrange transportation for the animal to and from school.

## Attendance

All people between the ages of 8 and 18 years are required by Washington State law to attend school regularly. To ensure compliance, Washington School for the Deaf (WSD) takes regular attendance and has the following rules for excused and unexcused absences.

**Parents or guardians must provide the school an excuse for any absence or late arrival (tardy) in the form of a note or personal contact with school officials.**

Any absence or late arrival not properly documented in writing within three days of the student returning to school will not be excused without approval from the supervising teacher.

**Extended Absences:** Absences of five or more days due to illness or other health conditions require a note from a doctor or appropriate medical provider.

**Excused Absences:** Valid reasons for an excused absence include:

- Illness or health conditions.
- Family emergencies.
- Participation in school-approved activities.
- Disciplinary action or short-term suspensions.
- Observance of religious holidays.
- Other absences as permitted by law.

All other absences will be considered unexcused and may result in disciplinary action and affect a student's grades and/or IEP.

**Pre-arranged Absences:** Students must follow procedures to secure a pre-arranged absence. Pre-arranged absences include such activities as doctor and dentist appointments.

**Students should take the following steps for pre-arranged absences:**

- Bring a note from a parent or guardian to the school office noting the dates and reason for the absence.
- Complete all work during absence and bring it to school upon return.
- Upon returning to school, contact the school office and follow the normal procedure for an excused absence.

**Unexcused Absences:** WSD will take the following action related to unexcused absences.

- On the first unexcused absence in any month, the school will contact a parent by phone or in writing of the student's absence and of potential consequences for further unexcused absences.
- On the second unexcused absence in any month, a conference will be scheduled with parents or guardians and the student to discuss the absences. After 5 unexcused absences, an attendance agreement is required to be signed.
- If the student reaches seven (7) to 10 unexcused absences in any month, WSD is required to file a petition in juvenile court alleging a violation of Washington state's mandatory attendance law.
- Absences may affect grades, IEP goals and objectives, credits towards high school graduation, and/or sports and extracurricular activity participation.

**Make up work:** Generally students will be expected to make up all work within two weeks of returning to school. Exceptions may be made to this policy based on individual situations. Concerns should be addressed to the classroom teacher.

**Participation in Evening Activities:** Students who are absent from class for more than half day are not permitted to participate in extracurricular or co-curricular activities (day, evening or weekend). School sanctioned absences such as field trips are exceptions to this rule. (See page 32.)

## Automobiles

Permits to drive vehicles to and from school must be obtained from the high school office. Students with valid drivers' licenses and proof of insurance are welcome to drive to and from school. Current copies of license and insurance must be on file in the high school office. Car problems are never an excuse for being late to school when bus service is available. Parents are to write a note informing the high school office that their child will be driving and not riding on the bus. Students may not transport other students to and from school or during the school day.

During the school day, the student's car is to be parked in the main parking lot located east of Epperson Vocational Building. Students may not go to their cars without permission from the high school office. Students are to respect the 5 MPH speed limit in the parking lot. ESD buses have the right of way. Failure to heed the rules may result in loss of driving privileges.

### **Classroom Visits**

Parents or guardians are welcome to visit WSD and observe classroom activities. Such visits should be prearranged through the teacher and supervising teacher at least one day in advance. All school visitors must report first to the school office to register their presence before moving on to the classroom or other places on school grounds. If a child needs to be released from school, the secretary or Principal will retrieve the child from the class while the parent/authorized adult waits in the office.

### **Closed Campus**

Washington School for the Deaf maintains a closed campus. This means students need parental and school permission to leave campus during the school day. The campus remains closed for all students except during lunch for student members of the high school STAR team who have a valid off campus lunch agreement form on file in the office, and for students attending off campus jobs assigned to them by the school. During the remainder of the school day, a student may leave only after checking out through the school office. If a student leaves campus and has not checked out, the absence will be unexcused. Students are also expected to abide by all school rules and regulations when off campus during school hours. (Note: If students do not conduct themselves as per the Student Conduct Code, administrators may revoke off campus privileges and other sanctions may apply, WAC 148-120-100 Conduct violations.

### **Course Work Requirements**

Requirements at the Middle School and High School levels have been established by the Washington State Office of Superintendent of Public Instruction (OSPI) through the regular and special education regulations and guidelines. In accordance with those regulations and in consideration of the needs of our students, WSD has established a sequence of courses which are required or offered in the high school.

### **High School Graduation Requirements**

Divine High School offers students the opportunity both to prepare for college or for future training and to explore a number of different courses of study in order to discover student interests and abilities. The high school student should choose a course of study that provides the greatest opportunity for development. Students attending WSD need to earn 30 credits during a four-year time span. Each semester class is worth .5 (one-half) credit. A student must receive a passing grade to earn credit for a class. Students in 9<sup>th</sup> through 10<sup>th</sup> grade must take English, reading/literature, social studies, mathematics, science, and physical education. Most students are required to take science and mathematics throughout their high school years to meet post-secondary program requirements.

To earn a diploma from WSD, students must meet the minimum subject areas and credit requirements of the state of Washington (WAC 180-51-060), plus additional requirements established by WSD. Please see below

### **WASHINGTON SCHOOL FOR THE DEAF GRADUATION PLAN**

#### **CAREER PATHWAY: (student to select one)**

- |  |  |
|--|--|
| <input type="checkbox"/> Technology                  | <input type="checkbox"/> Marketing & Management    |
| <input type="checkbox"/> Arts and Communication      | <input type="checkbox"/> Social and Human Services |
| <input type="checkbox"/> Science & Natural Resources | <input type="checkbox"/> Business Operations       |

### **Standard High School (9<sup>th</sup> – 12<sup>th</sup> grade) Requirements**

The following credits are required for a student to receive a diploma from WSD.

English	4
Literature	4
Math	4
Science	3
Science/Lab	1
Wash. St. History	.5
Geography	1
United States History	1
Contemporary World Problems	1
Career/Portfolio	2
Physical Education	2
Fine Arts	1
Occupational Education	2
Additional Credits	3.5
<b>Total</b>	<b>30</b>

Each letter grade (A – D) or alternative grading ( E – NI) posted at the end of each semester is worth .5 credits. “F” or “U” grade does not earn semester credit.

Each Senior student will complete a Professional Development Portfolio. Seniors will present their complete Portfolios to the Portfolio Board. The Portfolio is a demonstration of the student's best work, to assist with the transitioning from high school to higher education, technical school, or the world of work. Juniors will complete a career project that includes six (6) hours of job shadowing. The project will be presented before a board of experts. Seniors will also complete a senior project; a year long research project which includes a 10-page research paper, 10 hours of community service parallel to the project, and a formal presentation before a board of experts. Junior and senior projects must be completed in order to graduate.

Promotion to the next grade is based on credits earned. If lacking in credits, the student will remain in current grade level.

Students with unique limitations are given special accommodations for graduation requirements. (WAC 180-51-115 and Individuals with Disabilities Education Act (IDEA)).

Student-initiated class changes will be allowed a short time after each semester starts (one school week). The Principal and members of the IEP team must approve any changes. Students who drop or withdraw after the 12<sup>th</sup> day of class will be subject to a failing grade in that class.

#### **High School Credit (WAC 180-51-050) through Running Start**

Running Start is an opportunity for high school students to get a “Running Start” on their college education through the unique partnership between the community college (Clark College) and WSD. This program allows qualified high school juniors and seniors to attend college classes and earn high school and college credits. Students must have a 2.5 grade point average and pass the Clark College placement exam to enroll in the program. College tuition is paid for by WSD. However, students are responsible for other expenses such as books, supplies, lab fees, and other necessary expenses. Running Start students will also be required to provide their own transportation to and from the college.

Five quarter or three semester hours of community college course (at the 100 level or above) shall equal two (2) high school credits.

#### **Clark County Skills Center**

Students from WSD can attend the Clark County Vocational Skills Center when space is available in the programs. Clark County Vocational Skills Center offers vocational programs in 15 areas: Automotive Technology, Construction Technology, Cosmetology, Criminal Justice, Dental Assisting, Diesel Technology, Electro-Digital Technologies, Financial Customer Services, Health/Medical Careers, Hotel Careers, Legal/Medical Office Applications, Management Careers, Painter Apprenticeship Prep, Pre-Engineering/Design Technology, Restaurant Management.

## Grading System (WAC 180-57-050)

### Academic Courses (CBFI)

Grade		GPA
A	= 95-100%	4.0
A-	= 90-94%	3.7
B+	= 87-89%	3.3
B	= 83-86%	3.0
B-	= 80-82%	2.7
C+	= 77-79%	2.3
C	= 73-76%	2.0
C-	= 70-72%	1.7
D+	= 67-69%	1.3
D	= 63-66%	1.0
F	= 62% and below	0.0

### Transition/Community Based Functional Instruction

Grade		GPA
E	= Excellent Work	3.5
G	= Good Work	3.0
S	= Satisfactory	2.5
DS	= Developing Skills	2.0
NI	= Needs Improvement	1.0
U	= Unsatisfactory	0.0

The minimum passing grade/mark is D = 1.0. Pass/Fail, Credit/No Credit, and Satisfactory/Unsatisfactory marks also may be used. Courses marked with Pass/Fail, Credit/No Credit, and Satisfactory/Unsatisfactory will be excluded from the calculation of grade point average. Each student's grade point average shall be the sum of the point value of all marks/grades received for all courses attempted, divided by the sum of the credits for all courses attempted.

### Honor Roll

A student's grade point average for each semester will be calculated using all courses taken during that time period. WSD academic honor roll is comprised of those students who are enrolled full-time. The "A" Honor Roll and "B" Honor Roll are calculated using the above grade point values. Student achieving a grade point average of 3.0 to 3.45 will receive the "B" Honor Roll for the quarter and/or semester. Student achieving a grade point average of 3.46 to 4.0 will receive the "A" Honor Roll for the quarter and/or semester. The Principal's Honor Roll is reserved for students earning an "A" in a vocational/elective class. The Safe and Civil Citizenship Award is given to a student who has received no suspensions and no more than one behavioral referral for the quarter and/or semester.

### Student Academic Success

Student achievement is very important at WSD. Special privileges in the academic program and residential program may be given to students who demonstrate good academic progress and show academic success. Special privileges may include social time, sign out, special activities, and visiting other cottages. A list of students who achieve academic success will be posted on a regular basis. Students who earn no grade below a C: (those who earn C's B's and A's) will be included on the list.

### Weekly Reports

Weekly reports are sent home with students on Thursdays for weeks two through eight of each quarter. Weekly reports are sent to parents to make them aware of student progress and difficulties their child may be having, and to allow time for taking corrective measures before the nine-week grading period. Questions by parents concerning weekly reports are to be directed to the individual teacher.

### Valedictorian Guidelines

In tribute to high academic achievement and demonstrated leadership ability, the honor of WSD valedictorian may be awarded to a senior on a yearly basis. The chosen valedictorian will speak at the graduation ceremony.

The WSD valedictorian must meet the following guidelines:

- Cumulative GPA of above 3.6 (grades 9 – 12)
- Enrollment in college preparation courses
- Participation in at least two extracurricular clubs/activities during senior year
- No suspensions during 11<sup>th</sup> and 12<sup>th</sup> grade
- No more than 10 days absent in any given school year (9<sup>th</sup> – 12<sup>th</sup>) except for prolonged illness with a doctor's excuse

The valedictorian will be named following the third nine-week period report card. If no student meets the above guidelines in any particular year, no valedictorian will be honored.

## **Scholarships**

Several scholarships to colleges and universities are available for graduating seniors. Applications for scholarships can be obtained from the high school office or transition coordinator.

## **Educational Evaluation**

Periodically school psychologist, teachers, and assistants evaluate the educational progress and potential of students. According to state/federal regulations each student may be evaluated every three years to assure that the child remains eligible for special education services, is making good progress and that the placement is appropriate. Parents receive notification when such an evaluation will take place and are invited to participate in the process.

## **Washington Assessment of Student Learning**

Each spring students in grades 4, 7 and 10 will participate in the Washington Assessment of Student Learning Test (WASL). New state and federal laws require that ALL students receiving a public education or attending private schools in the state take the state test or alternate forms of the test. In future years this will expand to other grade levels and for other subject areas. Students unable to participate in the WASL may be involved with the Washington Alternate Assessment. Decisions to participate in the Washington Alternate Assessment are made through the IEP process.

## **Iowa Test of Basic Skills**

Each spring students in grades 3, 6, and 9 will participate in the Iowa Test of Basic Skills. The testing time period for all of these tests is determined by the Office of Superintendent of Public Instruction (OSPI). OSPI is responsible for scoring tests and returning results to individual schools throughout the state. Generally schools obtain the results of the test in fall. These results will be shared with parents.

## **Transition Competency Battery**

In order to assess student's transition skills and to better evaluate students, students are given the Transition Competency Battery (TCB) test in grades 8 and 10. The results of these tests will be shared with parents.

## **Credit Appeal**

(Applies to High School only) If a student misses more than 15 class sessions during a single semester, he/she will be required to complete the credit appeals process. (School-related absences are not to be counted toward the 15 absence limit.) The purpose of the appeal will be to review the student's attendance history, the reasons for the absences, and to determine what requirements the student must meet to receive credit. It should be noted that just because an appeal form has been completed, a credit is not automatically granted. The student must complete the course requirements. Only one credit appeal per student per year will be allowed unless special circumstances exist.

## **Dismissal Pass**

Students who need to be excused from school to keep a doctor or dental appointment or for any other reason, must bring a note to the school office from parent/guardian, student life counselor or school nurse. This note must state the date and time to be excused and destination address. The school office will issue a dismissal pass to be given to the teacher. Students will be responsible to make up work missed during time absent from class/classes. Students who are 18 or older, and who do not have court appointed guardians, may check themselves out, provided an adequate reason is given.

## **Academic Dress Policy**

WSD's policy allows WSD to address common sense, decency, and safety in dress. This policy grants an administrator the latitude necessary to make judgment calls regarding what is considered appropriate attire.

Standards for personal appearance and dress are a responsibility of the individual student, parents, and the school administration. It is to be understood that the school standard for appearance will likely be different from the standard outside of school time. Among the purposes of this standard are:

- To build and reinforce work habits. Most jobs require a standard for dress and appearance. Learning at an early age to accept that standard will make it easier to be successful with appearance later on.



- To differentiate school time from other time. Students are enrolled in school to learn in a formal or semiformal atmosphere. School is not the neighborhood or the mall. School dress standards set a tone which reinforces the learning environment.

Student appearance should be neat and clean, and the body be adequately covered; not disruptive to the education learning process. Outfits that are too revealing or suggestive are not acceptable. This includes halter tops, half shirts, bathing suits, tube tops, and see through/mesh shirts. Dress or appearance that has the potential for causing disruption is not permitted. Body marking with markers or pens is not permitted. Any attire that advertises or promotes alcohol, tobacco, or illegal drugs or has profanity, vulgarity, sexual innuendo or deception is not considered appropriate for school. Hairstyles will be clean and neat. Tank tops which are not too revealing, loose, or drooping from the underarm may be worn. If the tank top causes disruption, the student will be asked to put on a T-shirt or another article of clothing. Waistbands on pants are to be worn at the waist, not sagging over the buttocks. No form of flag, bandannas, scarves, towels, etc. may be worn. All students must wear some type of shoes or sandals. Shoes or shoe devices shall be neat, clean, and in good repair and not cause damage or unusual wear to school floors.

## STANDARDS FOR WSD DRESS

1. no hats, visors, hair nets, shower caps or rollers during the academic day or inside school buildings including the cafeteria.
2. no baggy pants (pants or shorts falling below hips)
3. no see-through or mesh shirts
4. no bathing suits (not to be worn at all), blouses, or shirts that expose the midriff and/or back
5. no shirts or other items with profanity, messages that may be offensive or inappropriate or which promote the use of controlled substances
6. no unbuttoned shirts which expose the chest
7. no sunglasses worn in the building
8. no shorts, skirts, or dresses more than 4" above the knee
9. no bike, PE, or exercise shorts
10. no clothes, articles or paraphernalia that indicate gang membership
11. no deep slit shorts
12. no thongs or flip-flops
13. no ill-fitting, sloppy sweats or jogging pants (sweat shirt material)
14. no jewelry, articles or paraphernalia which is or looks like ammunition or deadly weapons
15. no visible undergarments
16. no shoes with wheels imbedded or attached



## NO BARE ZONE

(Note: WSD reserves the right, if necessary, to add additional items to the list, especially any and all items which may affect the safety and security of the school.)

## Essential Learning Requirements

WSD follows the State of Washington Essential Learning Requirements (ELRs) for all students. Students shall demonstrate skills in the four major goal areas as follows:

### READ... with Comprehension

- Uses skills and strategies
- Comprehends
- Learns new information
- Sets goals and evaluates progress

## **WRITE... with Skills**

- Writes clearly and effectively
- Knows and applies correct grammar, spelling, sentence structure, and punctuation
- Plans, drafts, revises, edits, and publishes
- Analyzes and evaluates effective writing

## **COMMUNICATE... Effectively and Responsibly**

- Listens and observes for better understanding; pays attention
- Makes effective presentations and expresses ideas clearly
- Interacts with others; works as a member of a team
- Analyzes and evaluates effective communication

## **MATHEMATICS... Know and Apply**

- Uses numbers and computation, measurements, geometry, probability and statistics, algebra
- Solves problems and explains solutions
- Reasons logically
- Communicates mathematical ideas
- Connects school mathematics to real-life situations

## **Six Traits of Writing**

Staff at WSD will utilize the Six Traits of Writing process in all class work. These six traits are to facilitate: ideas/development, word choice, organization, sentence fluency, voice, and conventions.

## **Reading**

Emphasis on reading is a priority at WSD. All students are encouraged to read for at least one half hour everyday in addition to assigned class and homework. Residential students have a nightly reading time prior to lights out in the cottages and dormitories.

## **Fines and Fees**

Textbooks and library books must be kept clean and are to be handled properly. State law and school policy allow WSD to charge students for damaged, stolen, or lost school property. This includes, textbooks, reference materials, library materials, computers and equipment. Occasionally, field trips are scheduled where the student has a choice whether to go or not. If the student chooses to go on the field trip, he/she is liable to pay admission fees. If the student changes his/her mind after tickets are ordered, he/she is still responsible to pay for the ticket. If fines and fees are not paid, grades will not be released to parents or other school districts and enrollment and/or graduation may be delayed. Privileges at school will be withheld until these fines or fees are collected.

## **Phone Use**

The school office phone is reserved for school business and emergency use. Students should not be called to the telephone during school hours, and students may not use the phones during the academic day unless it is an emergency. Messages are delivered to students in case of an emergency. Any special instructions should be given to students before they leave home for school, or after school hours (residential time).

## **Posting**

All material posted in the school building must be approved by the supervisor.

## **Student Records**

In order to protect the privacy of parents and students and to comply with the Family Education Rights and Privacy Act of 1974, WSD designates the following categories of personally identifiable information from students records as directory information: the student's name, photograph, address, telephone number, date and place of birth, dates of attendance, participation in officially recognized activities and sports, weight and height of members of athletic teams, diplomas and awards received, and the most previous school attended.

It is the right of the parent or guardian of a student, or of any student who has attained the age of 18, to refuse to permit the designation of any or all of the above categories as directory information. Any such student or parent must notify the school in writing of such refusal with 10 school days following annual publication of this notice, or no later than 10 school days following the enrollment of the student in WSD. Written notice should be addressed to: Superintendent of WSD, 611 Grand Blvd., Vancouver, WA, 98661.

WSD, as required by the privacy act, also allows access to student official records (permanent records), student cumulative records, confidential records, and Special Education records, by students and/or parent or guardian. A parent/guardian may request access to the student's records by providing a written request to the building principal. Review of records by parents/guardians shall be arranged by the building principal, or the director of education, or his/her designee within a reasonable period of time, but in no case more than 45 calendar days after the receipt of the written request.

A student may request access to his/her records by providing a written request to the student's principal or counselor. Such a request must be accompanied by written parental consent unless the request is by an adult student. Once the appropriate written consent is received a review of the records shall be arranged within a reasonable period of time, but in no case more than 45 calendar days after the receipt of the written request.

WSD, as required by the privacy act, also allows a parent or adult student to request amendment of student records. A parent of a student (or an adult student) who believes that information in education records collected, maintained, or used is inaccurate, misleading, or violates the privacy or other rights of the student may request WSD, which maintains the information, to amend the information. A request to amend a student's educational record must be made in writing to the director of education.

Complaints regarding alleged violations may be addressed to:

Family Compliance Office  
U.S. Department of Education  
400 Maryland Ave.  
Washington, D.C. 20202-4605

## **Tardy**

Tardy is defined as not being in the assigned classroom or worksite at the assigned time. Students arriving late to class must present a pass from the school's office if they have been held late and do not want to be considered tardy. Students arriving to class more than 15 minutes late without a pass will be considered absent, unexcused, for that class period. The student is still expected to do class work. Excessive tardies will be disciplined on an individual basis.

## **RESIDENTIAL PROGRAM**

The WSD Residential Program is part of an integrated approach to the learning and development of our students. Our program offers independent living skills, academic assistance, a language-rich environment, celebration of cultural diversity, after school programming and community-based involvement. The residential program not only includes student housing, but also encompasses extracurricular activities and student transportation.

WSD's Residential Program focuses on the safety and care of our students. Staff help students to develop a positive self-esteem and a positive self-identity through our multi-aged family groupings, social interactions and low staff-to-student ratios.

## **After School Program**

The residential after school program is available for both residential students, and day students. The program begins at 3:30 PM and ends at 5:30 PM unless an intramural or varsity sports game is scheduled at a different time. The residential after school program includes the following:

- Varsity Sports
- Intramural Sports
- Elective Program
- Special Olympics

**Varsity sports offered:**

- Boys Football
- Girls Volleyball
- Girls and Boys Basketball
- Coed Track
- Coed Cheerleading

**Intramural sports for elementary and middle school:**

- Soccer
- Basketball
- Volleyball

**Special Olympics:**

- Basketball
- Soccer

**Sample of electives offered:**

- Auto Mechanics
- Community Service
- Cooking
- Tennis
- Yearbook
- Tutor Center
- Gardening
- Haunted House
- Dance
- Crafts
- Bowling
- Golf

**Varsity Sports**

The WSD varsity sports program is under the rules and regulations of the Washington Interscholastic Activities Association (WIAA), which includes the criteria for eligibility to play. WSD reserves the right to increase the standards to a higher level for eligibility. Poor academic performance and/or not meeting behavior expectations may affect eligibility to play in varsity sports.

**Western States Basketball and Cheerleading Classic (WSBCC)**

The boys' and girls' basketball teams and the cheer squad participate annually in a basketball tournament and cheering competition with seven other programs for the deaf in the West. This year the Phoenix Day School for the Deaf in Phoenix, Arizona will host the WSBC tournament from February 2 – 6, 2005.

The girls' and boys' basketball coaches will each select twelve players for the team, including a manager; the cheerleading coach will select five varsity cheerleaders. Players selected will be required to pay for airline fares prior to the time the tickets are purchased. WSD will pay for entry fees, food, and staffing. The following criteria are in addition to the WIAA and WSD standards stated under the varsity sports section of this handbook:

1. Students must not have 1 – F or 2 – D's at the end of the second quarter.
2. From December 15 – February 1, students must not have any Level 3 behavior offenses. Must not have any level 2 behavior offenses that are threatening or dangerous in nature to self or others. Must not have any Level 2 offenses related to respect.

**\* Once plane tickets are ordered in a student's name, they are nonrefundable. Any students failing to meet the criteria stated above will lose any and all monies paid towards their plane ticket to the WSBCC.**

**Animals****Guidelines for Assistance Dogs**

1. An assistance dog will be on a leash and under the direct control and supervision of its owner at all times. Assistant dogs are not allowed to roam office areas, cottages, schools or school grounds.
2. If the owner must leave the assistance dog alone, the dog will remain at the owner's workstation, either by obeying a command to "stay" while the owner is away, or be attached to the desk by a leash or confined to a crate at the person's desk.
3. Students or co-workers will not be asked or expected to take responsibility for someone's assistance dog. An exception might be if the owner were to become incapacitated during an emergency situation.
4. An assistance dog will not be allowed to solicit food from co-workers or students. The dog's food will be provided by the owner and the dog's eating/drinking area will be confined to a designated area.
5. The owner should exercise his/her dog in a designated area and must always pick up and clean up after the dog.
6. An assistance dog will be clean and well-groomed.
7. An assistance dog will not be allowed to sit or lay on furniture.
8. The assistance dog's owner will be responsible for any damage done by the dog to school property and/or facilities.

## Chores

Each student is expected to maintain a clean, neat bedroom that includes making his/her own bed, storing clothes properly, and emptying the bedroom trash daily. In addition, each residential family divides the daily residential section chores among the student family members, designates who will do the specific chores, and lists these on the cottage bulletin board. Assignment of these may be changed throughout the school year.

## Campus Information Off-campus sign-out procedures

**Only High School students may sign out to go off campus for unsupervised local trips. Before a student is allowed to sign out the following must occur:**

1. A Residential Program Supervisor and Dean in consultation with SLCs, will have deemed the student suitably responsible and well behaved to allow travel off campus. (Students on Academic Probation may not sign out for this privilege.)
2. Parents will sign the Parent/Student Acceptance Form.
3. Student will sign the Parent/Student Acceptance Form.
4. Student will meet with the Dean, at which time expectations will be clearly explained and students recommended to use common sense.
5. Student will have a school student ID on his/her person when going off campus. The student's ID has emergency contact information. (If a student loses his/her student ID there will be a \$5.00 fine and a two week replacement time.)
6. Days and times that sign out is allowed:
  - \* Non-elective days 3:30 p.m.-8:45 p.m.
  - \* Elective days 5:30 p.m.-8:45 p.m.(All students will attend electives between 3:30 p.m. and 5:30 p.m. on elective days.)
7. Students may sign off campus two times a week, Monday through Thursday and can be a combination of areas listed below:

Area	Area Includes	Time Limit/How Often
Area 1	Igloo, Blind Onion & Market Deli, Arco, Quick Stop, Chicago Steamer, Grand Mart, Credit Union (Evergreen Blvd. To Mill Plain Blvd & E. Grove St. to Winchell Ave.)	30 minute time limit two times a week
Area 2	Fred Meyer and surrounding area (Mill Plain Blvd. to Fourth Plain Blvd. & E. "Z" St. to Norris Road.)	2-1/2 hours one time per week
Area 3	Vancouver Mall area, Ross, TJ Max, Target, Office Max, Chevy's, Burgerville, Taco Bell (NE Vancouver Mall Loop to N.E. Fourth Plain Blvd. & N.E. 94 <sup>th</sup> Ave. to N.E. 77 <sup>th</sup> Ave.)	2-1/2 hours one time per week

8. Students may sign out to visit public places only. Students may not sign out to private homes.
9. Students will walk or use the city bus. Students will not go in private vehicles or use recreational wheels.
10. Students will abide by the student conduct code at all times.
11. Sign outs are up to SLC discretion; staff can say "no".
12. Students will sign out in groups of three or more and will stay with his/her group at all times when off campus.
13. Students will sign out on the Off-Campus Sign-Out Sheet and fill out the Sign-Out Sheet completely and accurately. (Staff will not sign the Sign-Out Sheet unless all information is complete and legible.)  
Students will provide the following information in the Sign-Out Sheet:
  - Full name
  - Date of travel
  - Destination(s) (exact location)
  - Names of who you are going with
  - Time leaving
  - Expected time of return
  - Actual time of returnSLCs will initial the Sign-Out sheet before students may leave.
14. All students will sign in by 8:45 p.m. Students who are late may lose sign-out privileges.
15. When a student is 30 minutes late, staff will follow the Missing Student Procedure
16. Students will call the WSD nurse at 418-4333 if they have a problem off campus.

17. The consequences for not following the above expectations will be loss of sign out privileges and/or other disciplinary actions according to school policy.

## **Communication**

Communication between the residential and academic programs and parents regarding student performance, behavioral issues, and other problems is strongly encouraged.

## **Computer Use**

Computers are available for student use in each cottage/dorm. Students may use the residential computers for homework, e-mail, games and the Internet until the scheduled reading time. The agreements each student has signed in the "WSD E-mail Contract for Students" and the "WSD Internet Account Authorization Form" apply to the residential setting as well as the academic setting.

## **Residential Dress Policy**

An important part of a student's overall education is development of personal grooming habits. In order to help students develop good habits, WSD has student clothing expectations that apply to all students. Students shall dress in a manner that is not disruptive to the educational process and is not threatening to the health and safety of themselves or others. WSD believes that improper clothing, or clothing not properly worn, may cause distractions or disruptions to the educational process.

### **Student Clothing Expectations**

1. In the morning, students are expected to wear appropriate school clothing that is clean and in good repair.
2. Students are expected to wear clothing that is non-offensive. Offensive clothing shall include, but not be limited to, the following:
  - Advertisements of tobacco or alcohol, or images or words that contain profanity, weapons, vulgarity, sexual innuendo, violence and/or drugs
  - Gang-related items (bandannas, scarves, logo) or clothing worn in a style or manner associated with gang membership
3. Clothing will appropriately cover undergarments.
4. Students are expected to wear appropriate shoes that are neat, clean and in good repair.

*Note:* WSD reserves the right to prohibit additional clothing items, if, in the opinion of WSD staff, those items may affect the social or educational environment or the safety and security of the school.

Students may be requested to change clothing in order to comply with these expectations. Students who disregard the clothing expectations may be subject to disciplinary action. If you have questions about whether the attire a student chooses is appropriate, please contact a Residential Program Supervisor or Dean.

## **Electives**

**The electives offered each quarter are chosen by the recreation staff in conjunction with students and SLCs. The residential program goals include the elective program.**

Fall Electives	September 14 - November 4
Winter	November 16 – February 3
Short pre-spring	February 14 – March 24
Spring	April 12 – June 2

## **Evening Activities**

Students who are absent from class for more than one-half day are not permitted to participate in extracurricular or co-curricular activities (day, evening or weekend). School sanctioned absences such as field trips are exceptions to this rule.

## **Families**

WSD's Residential Program offers a unique model of family living in the dorms and cottages. The use of same sex, multi-aged family groupings allow social interactions that help students develop positive self-esteem and positive self-identity. Since its inception in the 98-99 school year, WSD staff has found that these residential families have several benefits for the students.

WSD recognizes, however, that mixing older and younger students may also create some concerns for the safety of the younger students. Safety and care of WSD students in the residential program is maintained by the low staff-to-student ratios and good supervision practices. To ensure minimum disparity with students who share bedrooms, the two same-sex roommates are as close in age and maturity as possible. However, elementary students room only with other elementary-aged students. Although the residential staff endeavors to match up well-suited student roommates, occasionally there are mismatches and problems with roommates and/or a student not fitting in a family. Efforts are made to work with the student to make the situation work, and to help him/her learn problem-solving skills. If the situation cannot be resolved, the student is put into another residential family.

## **Grooming and Hygiene**

**SLCs assist students in developing appropriate grooming skills by overseeing the following student grooming/hygiene activities:**

1. Bath and Showers
  - Elementary school students will bathe or shower before bedtime. High School and Middle School students may bathe or shower in the evening before 9:30 p.m., or in the morning before school.
  - Soap will be used.
  - Shampoo will be used as frequently as is necessary.
2. Shaving
  - Beards and mustaches may be worn if permissible by the academic administration. They shall be neatly trimmed.
3. Feet
  - If necessary, students should use either slippers or thongs around the residences. Thongs may be used in the shower to prevent the spread of athletes' foot.
  - Students who have a foot odor problem will use foot powder in shoes before putting them on and in the evening after taking them off.
4. Clothes
  - Residential staff must ensure students' clothing is compliant with the WSD dress code.
  - Underwear and socks should be changed daily.
  - Outer clothing should be changed when dirty.
  - Borrowing of clothing is strongly discouraged.
  - Appropriate clothing must be worn in accordance with the occasion and the weather.
5. Toilet Articles

Residential staff will make sure that the students have the following items in their possession and that they are used:

  - Toothbrush/toothpaste
  - Comb and/or brush
  - Shampoo

Older students or any student who indicates a need shall have the following:

  - Deodorant or anti-perspirant
  - Shaving equipment
  - Feminine sanitary napkins or tampons
  - Foot powder

Staff shall ensure the student does not share personal hygiene or grooming items.
6. Hand washing

Residential staff shall ensure the student washes hands:

  - Before the student eats
  - Before the student participates in food activities
  - After using the restroom

## Laundry Use

Although many students choose to take their laundry home on the weekends, laundry facilities (washers and dryers) are available in each cottage. The SLCs train students on the safe use of washers and dryers, as well as oversee their use.

## Mail

Students are responsible for stationery, envelopes and stamps for their personal mail. Staff will not lend or sell stamps to students. Students will receive incoming mail in the residence. Student's outgoing mail may be left in the residence or campus mail for collection to be placed in the US mail. Residential students may receive mail at their cottage/dorm. It should be addressed as follows:

Student's Name  
Student's Dorm (such as "Roberts East")  
Washington School for the Deaf  
611 Grand Blvd., MS S-26  
Vancouver, WA 98661-4918

All incoming mail is delivered by the post office to the Administration office. Staff does not open student mail. Students may send outgoing U.S. mail by giving it to their SLC, who puts it in the outgoing mailbox in the office in each cottage/dorm. Students are expected to provide their own stamps.

## Parent Contact

Parents/guardians are encouraged to keep in contact with their children. There are several methods available in the WSD residential program:

- Through phone calls to the dorms/cottages - parents may call their child in the residence at any time.
- Through e-mail (a student's e-mail account must be set up by the family)
- Through letters
- By visiting the residences
- By volunteering in extracurricular activities
- By attending WSD functions

## Parent /Staff - Staff/Parent Communication

SLCs and parents communicate using a residential parent communication book that is sent back and forth weekly. Each student goes home with his/her parent communication book on Friday, and comes back with it on Sunday. SLCs write notes about the student's behavior and activities. SLCs use a computer program to assist with translation to different languages (i.e. Spanish). SLCs may also enclose memos for parents in this communication book. WSD sends newsletters to parents that includes general residential activities and information. WSD also has a web page ([www.wsd.wa.gov](http://www.wsd.wa.gov)) which includes general residential activities and information

## Phone Use

Telephones equipped with a TTY are available for student use in each cottage/dorm. Students may call parents collect during the student's free time and before the student's reading time. If it is an emergency, the student may call the parent at any time.

## Supplies

### BED & BATH ITEMS

\_\_\_\_\_ Pillow  
\_\_\_\_\_ Sheets (2 sets)  
\_\_\_\_\_ Blankets (2)  
\_\_\_\_\_ Comforter (1)  
\_\_\_\_\_ Bath towels (2)

\_\_\_\_\_ Batteries for alarm clock (4)  
\_\_\_\_\_ Hearing aid batteries  
\_\_\_\_\_ "Clip on" lamp  
\_\_\_\_\_ Laundry bag (1)



## BED & BATH ITEMS CONTINUED

- \_\_\_\_\_ Wash cloths (2)
- \_\_\_\_\_ Hand towels (2)
- \_\_\_\_\_ Carrying case or bucket for carrying shower items
- \_\_\_\_\_ Alarm Clock for the deaf (vibrating or blinking)

\*Required for high school students\*

TOILETRIES: Students will need to buy the following items periodically.

- |                                 |   |
|---------------------------------|---|
| _____ Toothpaste                | _____ Tissues (Kleenex) (2 boxes)               |
| _____ Toothbrush                | _____ Laundry soap                              |
| _____ Deodorant (if applicable) | _____ Foot powder (if applicable)               |
| _____ Shampoo & conditioner     | _____ Feminine hygiene products (if applicable) |
| _____ Soap                      | _____ Razors, shaving cream (if applicable)     |
| _____ Sunscreen                 |   |

## CLOTHES

- |                               |  |
|-------------------------------|--|
| _____ Pajamas (2 pair)        | _____ Bras (girls) (3)                     |
| _____ Robe                    | _____ Nice shirt & dressy pants (boys) (1) |
| _____ Slippers                | _____ Hat                                  |
| _____ Shirts/tops (7 or more) | _____ Nice dress (girls) (1)               |
| _____ Pants (5)               | _____ Light jacket (1)                     |
| _____ Socks (2)               | _____ Heavy coat (1)                       |
| _____ Pair Socks (7)          | _____ Underwear/panties (7 pairs)          |
| _____ Swimsuit (1)            | _____ Sweaters or sweatshirts (2)          |
| _____ Tennis shoes            | _____ Boots                                |
| _____ Gloves                  |  |

## PERSONAL ITEMS

- \_\_\_\_\_ Pleasure reading materials, such as magazines, books, etc..
- \_\_\_\_\_ Favorite toys for younger children

## SUPPLIES

- |  |                       |
|--|-----------------------|
| _____ \$20.00 for computer printing supplies (ink, etc.) |                       |
| _____ White paper for the computer (1)                   | _____ Ruler           |
| _____ #2 pencils (1 pack)                                | _____ Scissors        |
| _____ Notebook paper (college ruled)                     | _____ Eraser          |
| _____ Crayons/colored pencils                            | _____ Scotch Tape (2) |

\*No aerosol cans please. Hair dyes are strictly forbidden.

\*Label all clothes, toiletries, bedding and towels with student's name.

## Valuable and Valued Items

Items such as stereos, computers, video games, compact discs or tape players, cameras, etc. are the responsibility of the student, and are brought at the student's own risk. Students should not bring valuables and large quantities of money. Residential staff is able to secure valuables for students in locked closets. WSD recommends that all valuables (expensive items and more than \$10 cash) be secured. Students must request that valuables be secured by a SLC. WSD will not be responsible for loss or damage of unsecured items.

## Residential Visits

Parents or guardians are welcome to visit their child's after school electives, activities and residences. Such visits should be prearranged through the SLC, Dean or Residential Program Supervisor at least one day in advance.

All residential program visitors must report first to the Superintendent's office, or Student Health Center (after 5:00 p.m.) to register their presence before moving on to the cottages, dorms or other areas on campus. Late night parent visitors must be escorted to the residences by the Overnight Dean, a security officer, or a Residential Program Supervisor.

Visitation is allowed in the kitchen, dining room and living room areas only. Due to sharing of bedrooms, same sex parents may visit his/her own child's bedroom, but opposite sex parent must be accompanied by an SLC.

Student to student visits are subject to the visitation guidelines in the Residential Procedures Manual.

It is a privilege for WSD students to visit peers in other residences.  
Procedures for student visitations:

- The visiting student's SLC must give permission for the student to leave his/her residence and visit another residence, and issue a blue Destination Slip (listing the date, time, student, from, to, time arrived, time left, and signed by both SLCs). The SLC will determine what kind of supervision is needed while the visiting student is traveling between residences (escort, buddy, visual observation, etc.), and will make the necessary arrangements. The student will sign out of his/her home residence on the WSD Student Sign-Out Record (which lists date, name, destination, time left, expected return, and time return) when s/he leaves, and sign back in when s/he returns. For an Extra-Supervision Pupil (ESP), extra supervision will be ensured.
- All student visitors must check in with the SLC upon entering the residence. Staff can refuse visitors at any time and for any reason.
- Visitation will be allowed in the living room, dining room or kitchen areas only, and not in the family rooms or bedrooms. The exceptions are when families are "co-oping," or there is a special event in a family room, in which case staff must be present at all times and all students must be in the same room. If there are student visitors in the family room, the bedroom doors must be locked.
- Students who do not cooperate with staff will be asked to leave.

### **Student Ambassador Council (SAC)**

The Student Ambassador Council is a student committee comprised of one student representative from each residential family (cottage/dorm). The group meets twice a month and has two main purposes:

- To address student concerns related to the residences
- To design the residential social activities

The High School may have up to two social activities per month.

The Middle/Elementary schools have one planned social activity per month.

### **Trips**

Residential families may decide to take short trips off campus during free times. These evening trips will be approved by the SLCs, and the Residential Program Supervisor/Dean will be informed of the details of the trip before the family leaves the WSD campus.

## **BUSINESS OFFICE INFORMATION**

### **Student Accounts**

When a student enrolls at WSD, the parent/guardian has the choice of opening a student account for him/her. When a student account has been set up, the parent/guardian has the choice of putting a set limit on how much money a student can withdraw in each week. The usual amount not to exceed is from \$5.00 to \$10.00 a week. This type of limit on the account allows the student to learn proper budgeting of his/her account and how to spend money wisely. Sometimes something will occur where the student needs money right away. The student account allows the student to have access to funds when needed.

### **Allowances**

Every Monday and Wednesday at WSD, there is allowance. Students are allowed to request money from student accounts through the Student Life Counselors on Friday (for Monday allowance) and Tuesday (for

Wednesday allowance). The Student Life Counselor fills out a form with the student's request for Monday or Wednesday and sends it to the Business Office. When the form is received, the Business Office processes the request and has a driver go to the bank and get cash for all of the requesting students. When the Student Life Counselors begin their shifts, they pick up and disperse the money to those students who requested money.

## **National School Breakfast/Lunch Program**

For the 2004/2005 school year, students will be paying \$1.85 elementary, \$2.00 MS and HS for lunch. In order for the school to be reimbursed from federal funds for meals, WSD MUST have an application for any child claimed for free or reduced-priced meals. Qualifying for the free or reduced-priced breakfast/lunch program is based solely on the Total Household Income. Households that do not receive benefits from TANF, FDPIR (food stamps) may still qualify for this program. With each student who qualifies for the program, federal funds will be reimbursed to the school.

## **STUDENT HEALTH CENTER**

### **ILLNESS GUIDELINES**

#### **When Your Child Becomes Ill At Home – Day & Residential Students**

Illness spreads easily in a closed bus, classroom, or cottage. Parents are concerned about how much school the child will miss, but if every parent protects the other children by keeping sick children home, there will be fewer illnesses spread, and each child will be ill less often.

#### **Please Keep Your Child Home if they have:**

- (1) a fever of 101 or higher the night before school or the morning before school. A fever in the evening shows there is illness. Just because the fever is gone in the morning does not mean the illness is gone. Keep your child home until there is no evening or morning fever above 101.
- (2) vomited the night before school. Unless your child has eaten a normal breakfast and feels fine for more than one hour, keep him/her home for the day, until they can eat a normal diet without vomiting.
- (3) a severe cough that prevents him/her from sleeping. This kind of cough requires rest at home. A continuing cough will also spread to others.
- (4) a sore throat, earache, toothache or any other condition that may require a doctor's attention. Please keep your child home and make a doctor appointment. WSD is not able to provide or arrange for medical or dental care except in emergencies.

**IF YOUR CHILD IS ILL WHEN HE/SHE ARRIVES AT WSD,  
YOU MAY BE REQUIRED TO COME AND PICK THEM UP.**

#### **If Your Child Becomes Ill or Injured at School – Residential Students**

If a child becomes sick or injured while at WSD, the nurses will notify the parent immediately.

##### **Illness**

- In case of minor illness like ear infection or strep throat, if parent is willing for the school doctor to treat student, and is willing to pay for medication, student may stay in school and nurses will arrange necessary medical care and medication. This minimizes the amount of missed school.
- In case of more serious illness, sustained fever or vomiting that is not resolved in 24 hours, parents must pick student up and take him/her home until well.

##### **Injury**

- In case of a minor injury, if parent is willing for nurses to care for student, he/she may stay if willing to follow the nurses' instructions.
- In case of a serious injury that needs immediate medical attention, parents may pick up student and take him/her home for treatment, or can choose to have student taken to local hospital for emergency treatment. If treated here, parents are responsible for any and all follow-up treatment at home. Staff cannot arrange and take student to follow-up doctor appointments.

##### **Surgery**

- In case of minor surgery, simple tooth extraction or wart removal, students may return to school immediately if willing to follow nurses' instructions for care.

- In case of all other surgery, students must recover at home for a period of time determined by the doctor, but usually one week. If a student has a surgery-related complication after returning to school, the parent will be required to pick him/her up and take him/her home.
- In the case of a student needing emergency surgery while at WSD, it is the parent's responsibility to travel to the hospital as soon as possible, and take over responsibility for his/her child before, during, and after surgery. After surgery, the parent must take student home to recover. See above.

## **Dental**

- In case of dental emergency, a student could be transported to the local hospital for treatment with parental permission. All follow-up dental care is the parent's responsibility at home.

## **Routine Health Care**

Parents must arrange for all of their child's routine health care to be done at home, including vision, dental, and orthodontic care.

## **Communicable Diseases**

Students diagnosed with a communicable disease, such as chicken pox or impetigo, must be picked up by parents immediately and cannot return until cleared by a physician. Students with a communicable disease cannot travel home on public transportation, and must be picked up by parents.

### **Summary of Communicable Disease Regulations**

#### **Disease and Incubation Period**

#### **Exclusion From School**

Chicken Pox (14-21 days)	Exclude from school until there is no fever and all pox have dried (usually about one week).
Impetigo	Exclude from school while lesions remain or until a physician certifies he is under adequate and continuous treatment.
Measles	Exclude from school until nine days after onset rash or until cough and nasal discharges have ceased and rash has faded.
Mumps (12-26 days)	Exclude from school while fever or visible swelling is present rash fades.
Rubella (German Measles, 14-21 days)	Exclude from school while symptoms are present and until rash fades.
Scarlet Fever (2-7 days)	Exclude from school while fever or other signs of illness are present.
Whooping Cough	Exclude from school until five weeks after the appearance of (7-16 days) whooping cough or until certified by a physician to be non-infectious.

Many illnesses are contagious. In the chart above, column one shows the number of days it may take for the child to develop a disease after he/she has been exposed. During this time he/she may be unusually tired or cross and yet not show signs of the disease. Your child should be kept home when he/she shows signs of a fever, sore throat, cough, or nasal discharge. Your doctor can give you exact information.

## **Student Health Center Policy on Lice**

For the health and safety of WSD students, WSD has adopted the "No Nit Policy" of the National Pediculosis Association (copy available from the Student Health Center.) A student with lice or nits may not attend WSD until he/she has been treated and all nits have been removed, and the student has been cleared by the nurse.

# DISCIPLINE

WSD staff attempt to structure and create a positive learning environment to promote appropriate behavior. However, there will be times when inappropriate behavior occurs/continues and staff members are unable to change/reduce the behavior by changing reinforcement procedures. During these instances, it may be more appropriate to use consequences to bring student behavior within acceptable limits.

Behavior management and discipline practice shall be fair, reasonable, consistent, and related to the student's behavior. WSD supports the use of Crisis Prevention Intervention (CPI) techniques to teach students to manage independent self-control and to help them follow established school and residential rules. The behavior management techniques are implemented with respect for the human rights of students.

Whenever possible, a natural consequence for correcting inappropriate behavior will be used. A "natural consequence" is a required action that closely relates the undesirable behavior/action. For example, if the student's inappropriate action/behavior is turning over chairs in the cafeteria, the natural consequence is having the student pick up all the chairs (after a cool down time) and make the room look like it did before the inappropriate behavior occurred.

Corporal (physical) punishment of students is forbidden, and will be reported to Child Protective Services for investigation if it occurs. (See *Washington School for the Deaf Procedure Manual*.) Staff shall never administer cruel, unusual, hazardous, frightening, or humiliating discipline. Prohibited activities include biting, jerking, shaking, spanking, slapping, hitting, striking, or kicking the child, or other means of inflicting physical or emotional pain or causing bodily harm; the use of a physical restraint method injurious to the child; the use of a mechanical restraint, locked timeout room, or closet; the use of verbal abuse; or the withholding of basic nourishment as a punishment.

WSD uses Pupil Information Forms to document general student information. Pupil Information Forms are not used to document inappropriate behaviors but rather to document information about a student that should be shared with other staff and/or parents. Staff should complete the form and forward the completed form to their supervisor.



# **Student Conduct Code**

## **(Chapter 148-120 WAC )**

### **Student Responsibilities and Duties**

Washington School for the Deaf is dedicated to offering its students an opportunity for the best education for deaf and hearing impaired students in the state of Washington. Concomitant to the rights and privileges guaranteed by federal and state law to students are duties and responsibilities which guarantee the rights of all students, including respect for the rights of others, compliance with written rules adopted herein and set forth in student handbooks, and submission to reasonable disciplinary action for violations of such rules. This chapter is intended to assure that disciplinary action is imposed for just cause and in a fair and reasonable manner.

### **Student Rights**

1. Each student is guaranteed the following rights within the limitations of statutory law and school policy which are deemed necessary to achieve the school's educational goals:

- (a) Students possess the right to a learning environment free from unlawful discrimination, inappropriate and disrespectful conduct, and sexual harassment.
- (b) Students possess the rights guaranteed under the Constitution, to freedom of expression, free inquiry and peaceful assembly upon and within school facilities that are generally open and available to the public.
- (c) Students possess the rights guaranteed under the Constitution to the free exercise of religion and to have their school free from sectarian control or influence, subject to reasonable limitations upon the time, place and manner of exercising such right.
- (d) Students possess the Constitutional right to be secure in their person, quarters, papers and effects against unreasonable searches and seizures, subject to limitations set forth in, RCW28A.600.210 through 28A.600.240 as now or hereafter amended.
- (e) Students have the right to be free from unlawful interference in their pursuit of an education while enrolled at the Washington School for the Deaf.
- (f) Students shall not be deprived of the right to an equal educational opportunity in whole or in part by the Washington School for the Deaf without due process including:
  - (i) Notice to the accused student of the nature of the charges and the proposed disciplinary action and
  - (ii) The opportunity to request a hearing as set forth in this chapter.

2. The foregoing enumeration of rights shall not be construed to deny or disparage other rights guaranteed in the Constitution and the laws of the state of Washington.

3. The school shall publish and make available to all students and parents on an annual basis written rules which state with reasonable clarity the types of misconduct for which disciplinary action may be imposed. (See student supplement).

### **Conduct Rules**

Conduct Violations: A student who either as actor, aider, abettor or accomplice, violates any provision of this chapter shall be subject to the disciplinary actions herein adopted. A student may be an accomplice, or found to have aided and abetted in the commission of a violation of the student conduct code if he or she knowingly associates with the wrongful purpose, undertaking or activity; encourages, promotes or counsels another student in the commission of an offense, or participates in it as in something he or she desires to bring about, and seeks by his or her action to make it succeed.

The following offenses are prohibited:

- (1) Physical abuse - Actual, attempted, or threatened physical abuse of any person or conduct which threatens or endangers the health and safety of any person or which intentionally causes a reasonable apprehension of harm to any person.
- (2) Destroying or damaging property - Destroying, defacing, or damaging school property or the property of others on school premises or at school sponsored activities.
- (3) Sexual harassment - Engaging in unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communication of a sexual nature when:

- (a) Submission to the conduct or communication by a person is made a term or condition, either explicitly or implicitly, of obtaining an education
- (b) Submission to or rejection of that conduct or communication by a person is used as a factor in decisions affecting that person's education;
- (c) That conduct or communication has the purpose or effect of substantially or unreasonably interfering with a person's education; or creating an intimidating, hostile, or offensive educational environment.

Sexual harassment may include but is not limited to: Unwelcome verbal harassment or abuse; unwelcome pressure for sexual activity; unwelcome, sexually motivated or inappropriate patting, pinching or physical contact; unwelcome sexual behavior or words, including demands for sexual favors accompanied by implied or overt threats concerning a person's educational status; or unwelcome behavior, verbal, signed, or written words or symbols directed at a person because of gender.

- (4) Disruption - Disorderly, intimidating or abusive behavior which interferes with the rights of others, school or school sponsored activities; obstructing the free movement of people or vehicles; inciting others to engage in prohibited conduct; or threatening disruption.
- (5) Insubordination - Refusal or failure to follow instructions and proper orders of school officials while on school property, during transportation to and from school or at school sponsored activities thereby infringing on the rights and privileges of others, and/or refusal to desist from prohibited conduct.
- (6) False alarms - Falsely setting off, improper use or disabling of any safety equipment, alarm, exit sign, or other device.
- (7) False information - Filing a formal complaint which falsely accuses another with violation of this chapter, falsifying information to school officials, forging or tendering any forged instrument to school.
- (8) Theft - Actual or attempted theft of property or services belonging to the school, any student, school employee or school visitor, including known possession of stolen property.
- (9) Academic dishonesty - All forms of cheating, plagiarism and fabrication, including submitting any work product that the student misrepresents as his or her work product for the purpose of fulfilling any assignment or task required as part of the student's course of studies.
- (10) Conversion - Unauthorized use or possession of school equipment or services.
- (11) Unlawful entry and trespassing - Entering and/or remaining in any administrative or other employee office or any locked or otherwise closed facility, in any manner, at any time without permission.
- (12) Smoking - Students are not allowed to smoke or use tobacco products on school property or at school sponsored activities.
- (13) Alcohol - Use, possession, distribution of, or visible intoxication from alcoholic beverages is prohibited on school property or at school sponsored activities.
- (14) Drugs and controlled substances - Use, possession, distribution, or being visibly under the influence of any controlled substance or illegal drug as defined in WAC 148-120-300, except when the use or possession of a drug is specifically prescribed as medication by an authorized medical doctor or dentist.
- (15) Weapons, lasers, and dangerous chemicals - Unauthorized use, possession or storage of any weapon, laser, explosives, dangerous chemicals, substances or instruments, which is capable of causing bodily harm on another or damage upon school property or personal property.
- (16) Sexual violence - Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts. Intimate parts include the primary genital area, groin, inner thighs, buttocks, or breast, as well as the clothing covering these areas. Sexual violence may include but is not limited to:

- (a) Touching, patting, grabbing or pinching another person's intimate parts whether that person is of the same or opposite sex;
  - (b) Coercing, forcing, attempting to coerce or force the touching of anyone's intimate parts;
  - (c) Coercing, forcing or attempting to coerce or force sexual intercourse or a sexual act on another;
  - (d) Threatening to force or coerce sexual acts including the touching of intimate parts or intercourse on another; or
  - (e) Threatening or forcing exposure of intimate apparel or body parts by removal of clothing.
- (17) Sexual activity and displays of affection - Sexual activity involves touching of another's intimate parts. Intimate parts include the primary genital area, groin, inner thighs, buttocks or breast as well as the clothing covering these areas. Even if consensual or mutually agreed to, sexual activity is prohibited. Excessive displays of affection are not appropriate in school or at any school-related function. Prohibited conduct includes, but is not limited to; any physical expression of affection that is intimate or sexual in nature, passionate or prolonged kissing, sexual touching or fondling.
- (18) Pornography - Possession, distribution, display, creation or production of sexually explicit or erotic material. Sexually explicit material includes material defined in RCW 9.68.130. Erotic material includes material defined in RCW 9.68.050.
- (19) Malicious harassment - Harassment consists of verbal or physical conduct relating to a person's actual or perceived origin, disability, race, sexual orientation, or religion, which has the purpose or effect of creating an intimidating, hostile or offensive academic, residential or work environment, or the purpose or effect of substantially or unreasonably interfering with a person's academic or work performance, or otherwise adversely affects a person's academic or work opportunities. Harassment may include: name calling, gestures, bullying, mimicking, mocking, derogatory jokes, remarks or rumors, unwelcome touching of a person or clothing, offensive or graphic posters, book covers, notes or cartoons, graffiti, display or circulation of written materials or pictures, or any malicious or insensitive conduct of a severe or pervasive nature directed at the characteristics of a person's national origin, customs, culture, disability, race, sexual orientation or religion.
- (20) Unauthorized absence - Absconding from supervision; leaving or running away from the campus, a residential facility, a school building, school activity or school-related function, or school provided transportation without permission.
- (21) Gang activity - Claiming membership in, association with, affiliation with, or participation in a gang or gang-related activities at school or during school-related functions. A gang is a self-formed association of peers having the following characteristics: A gang name and recognizable symbols, identifiable leadership, a geographic territory, a regular or recurrent meeting pattern, may be identified by law enforcement as a gang and collective actions to engage in serious criminal or violent behavior. The type of dress, apparel, activities, acts, behavior, or manner of grooming displayed, reflected or participated in by a student shall not:
- (a) Lead school officials to reasonably believe that such behavior, apparel, activities, acts or other attributes are gang-related, and would disrupt or interfere with the school environment or activity, and/or educational objectives;
  - (b) Present a safety hazard to self, students, or staff;
  - (c) Create an atmosphere in which a student, or other person's well being is hindered by undue pressure, behavior, intimidation, overt gesture, or threat of violence; or
  - (d) Imply gang membership or affiliation by written communication, marks, drawings, painting, design, emblem upon any school or personal property, or one's person.
- (22) Extortion - Obtaining or attempting to obtain by threat or bribery, money, property or services (including sexual favors) of another. Threats include direct as well as indirect communication.
- (23) Hazing- Conspiring to engage in or participating in any method of initiation into a student organization or group, or any pastime or amusement engaged in with respect to such an organization or group that causes, or is likely to cause, bodily danger or physical harm, or serious mental or emotional harm to any student. This does not include customary athletic events or similar contests or competitions.
- (24) Misuse of computers, electronic data, or communications -



- (a) Unauthorized copying of school-owned or licensed software or another computer user's data for personal or external use.
- (b) Modifying or damaging, attempting to modify or damage, computer equipment, software, databases, files needed in another person's school work, or communication lines:
- (c) Disrupting or attempting to disrupt computer operations:
- (d) Invading the privacy of another person by using electronic means to obtain confidential information, even if access to such information is inadvertently allowed;
- (e) Abusing or harassing another person through electronic means;
- (f) Using the school's computing facilities in the commission of a crime or a violation of the student conduct code;
- (g) Using computer services without authorization;
- (h) Allowing another person to use one's computer identity/account or using another person's identity/account. This includes, but is not limited to, logging on to the account, accessing programs, and reading or altering computer records without authorization.

(25) Other conduct - Any other conduct or action, the terms and violations of which are published annually in the student/parent handbook, in which the school can demonstrate a clear and distinct interest and which substantially threatens the educational process or other legitimate function of the school or the health or safety of any member of the school community, is prohibited.

### **Removal from Class**

A student may be removed immediately from a class, subject or activity and sent to the school office. Removal is based on student disrupting the educational process and infractions of the Student Conduct Code. (Chapter 148-120-210 WAC).

### **Suspension/Expulsion**

WSD follows federal and state laws and guidelines (Chapter 392-172-370 through 392-172-385 WAC) in regard to suspension/expulsion of students.

When a student is suspended:

- Parent/Guardian will be notified and asked to pick up their child.
- In the event parent/guardian is unable to pick up their child transportation home will be arraigned by WSD.
- Students who are suspended for more than a 24-hour period are not allowed to be on campus or to attend WSD sponsored events.
- Staff will make every effort possible to give the student school work, however this is not required for under ten (10) days of suspension.
- Parents will be expected to attend a re-entry meeting with the suspended student and WSD administration.
- Adult Student:
  - WSD will make individual transportation arrangements when an adult student is suspended
  - If an adult student is sent to jail, transportation arrangements become their own responsibility

## **Prohibited Activities**

### **Body Modifications**

No haircutting, permanent hair dying, body piercing or permanent tattooing is permitted while at WSD or at any WSD sponsored activity, including high school student after school outings.

### **Cheating and Plagiarism**

Cheating and plagiarism interfere with the rights of other students to have a fair education. Cheating is defined as taking the work, words, ideas and/or efforts of another and presenting it as one's own or providing one's own work to be copied by another. Students are expected to complete their own schoolwork and to strive to understand the concepts being taught. Students who cheat or plagiarize will fail the assignment, test, or project. Unless a cooperative effort has been approved, students can expect to receive loss of credit for the work completed and/or disciplinary action. A second such occurrence may result in removal from class with no credit, suspension, and/or expulsion. Individual situations will be taken into consideration based on student age and other factors.

## **Criminal Activities**

The commission of or participation in the following activities, which are among those defined as criminal under the laws of the state of Washington and Clark County, in schools, on school property, or at school sponsored events is prohibited. Appropriate corrective action (disciplinary) will be taken against those who commit such crimes, regardless of whether or not criminal charges/convictions result. Law enforcement officials will be notified of any criminal activity. Examples of criminal activity include but are not limited to the following list:

- Arson
- Assault
- Burglary
- Dangerous Weapons
- Illegal drugs & drug paraphernalia
- Explosives
- Extortion, blackmail, or coercion
- Firearms
- Gang paraphernalia
- Malicious mischief
- Robbery
- Theft
- Trespass
- Unlawful assembly
- Unlawful interference with school authorities
- Unlawful intimidation of school authorities

## **Discriminatory Materials or Activities**

WSD endeavors to maintain an atmosphere free from discrimination and harassment. Any materials or actions that either intentionally or unintentionally degrade, insult, or malign another person based on his/her race, color, national origin, religion, disability, age, gender, sexual orientation or for any unlisted protected status will not be tolerated.

## **Disruptive Devices**

**In school**, items that may disrupt the education process, i.e. boom boxes, walkmans, CD players, squirt guns, water balloons, firecrackers, skateboards, rollerblades, other "recreational wheels", skiing gloves, video games (i.e. Game Boy), etc. are not permitted. All disruptive devices will be confiscated and appropriate disciplinary action will be taken. Pagers and cell phones are not to be used during school hours.

**In the residence**, recreational wheels, animals, ignition sources (allowed with SLC supervision for specific project work) are not allowed. Inappropriate entertainment - videos, music, pictures, video games, etc. promoting violence is prohibited. All videos and computer games should be rated for family or teen (if applicable).

## **Drug and Alcohol Offenses**

Paraphernalia – students who possess or distribute drug/alcohol related paraphernalia to other students or persons on or near school property are subject to suspension. Students who knowingly possess, use, sell or solicit illegal drugs or controlled substances of any kind at school on campus or school functions may be removed to an alternative educational setting on an interim basis, or permanently excluded from the residential and/or academic program at WSD.

## **Extortion, Assault, or Causing Physical Injury**

These offenses are cumulative while in grades 9 – 12. A student shall not extort (knowingly obtain or attempt to obtain by threat, property or services of the owner, and specifically includes sexual favors):

- on or about the school grounds at any time
- off the school grounds at a school activity, function, or event
- off the school grounds when the prohibited behavior is a consequence of, or directly related to, causes or events which occurred or originated on school grounds.

## **Forbidden Items**

For the health and safety of all students and the WSD community, any weapon, device, instrument, article or substance which may cause injury, illness, pain, disfigurement, physical impairment or death including but not limited to: matches, lighters, cigarettes, alcohol, tobacco, drugs, drug paraphernalia (or look-a-likes), knives, Chinese stars, sharp instruments, chains, guns (or look-a-likes), sling-shots, and other such items,

are not to be brought to school. As a rule, toys should be left at home and in the residential department unless the teacher requests one be brought as part of an educational activity. Radios, Walkmans, audio equipment, video games, and electronic devices are not to be brought to the academic program. The use of tobacco, alcohol, or drugs is prohibited on the WSD campus by any person at any time.

### **Gang Activity or Association**

WSD has a zero tolerance policy toward gang activity or association. Gang activity impairs or threatens the health, safety and/or well being of persons and property, and it disrupts the school learning environment and the educational process. For a student to knowingly be associated/affiliated with, or participate in a gang at school, during school related functions, or on any school district property will result in disciplinary action.

### **Hallway and Common Area Conduct**

Students will move safely through the halls during passing time or before and after school. This means refraining from horseplay; running, grabbing, fighting, hitting, kicking, or engaging in other disorderly conduct. This applies also to other common areas such as cafeteria, restrooms, general campus and in the gymnasium. If a staff member requests a student to correct a behavior, the student is expected to comply with the request.

### **Harassment**

#### **Sexual Harassment/Intimidation - Malicious Verbal/Sign Harassment**

Washington School for the Deaf is committed to maintaining a learning and work environment that is free from harassment. Harassment of any type substantially compromises the attainment of educational excellence. Such behavior by staff, students, or visitors will not be tolerated.

Any student, employee, or person on school property who believes that he/she has been subjected to harassment at school or at any school sponsored event should promptly report the matter to his/her supervising teacher, residential supervisor, or any administrator with whom the reporting person feels comfortable reporting the matter.

All complaints will be promptly investigated. Confidentiality will be maintained to the highest degree possible during a fair investigation. Where appropriate; immediate corrective action will be taken. If a teacher, administrator, or other staff member knows that harassment is or may be occurring; prompt reporting is required through the school office. Even if the observed problem is not within the observer's direct area of supervision responsibility, knowledge of harassment must be reported.

Students may use WSD Complaint Report form to report situations where students may feel they are being harassed.

### **Public Displays of Affection**

Boy-girl relationships naturally occur during the teenage years. Every student is expected to act in a responsible and respectable manner at all times. Displays of public affection are not appropriate during school hours or after school hours. Displays of affection are described as any action in public directed toward another which exhibits a physical expression of affection that is intimate in nature. Hugging and kissing at inappropriate times and places is not permitted. Displays of affection may form the basis for legitimate complaints of sexual harassment and other conduct code violations.

### **Snow**

If snow is on the ground, it should stay on the ground. Throwing snowballs is considered dangerous and unsafe behavior. Students who throw snowballs may be subject to disciplinary measures.

### **Tardy**

Failure to be on time (e.g. meals, bedtime, getting up, going to school,) is considered tardy. Students who are tardy may be subject to disciplinary measures.

### **Tobacco Policy**

As directed by Washington State Law (RCW 28A.210.310), smoking on school premises is not permitted. Student use of tobacco will not be allowed on school property, including the parking lots. Smoking is also not permitted on any properties adjacent to the school or any area supervised by school personnel.

### **Weapons**

For the personal safety of all students, WSD employees, and school patrons, no materials that are normally viewed as weapons, or are used for the purpose of a weapon, are permitted at school. Weapons includes, but are not limited to: guns of all types including look a likes, knives of any size, stabbing devices, metal tip darts, throwing stars, numchucks, explosives, flammable materials, laser pointers, or any weapon or device considered unsafe and dangerous according to federal and state law. Students who handle, care for, or possess such devices on or about school property subject themselves to immediate removal to an alternative educational setting. Possession of a firearm may result in expulsion. Students who handle or carry unsafe and dangerous weapons will likely be expelled or placed in alternative settings with no chance of return to WSD according to Chapter 148-120-100 (15) WAC and 148-120-304.

## Behavioral Referral Form

The Behavior Referral Form program utilizes nine categories of behaviors with three levels of severity. The categories are:

- **Inappropriate Behavior/Sexual Misconduct**
- **Harassment/Intimidation**
- **Absence/Truancy/Tardy**
- **Disobedient/Defiant**
- **Disruptive/Acting Out**
- **Verbal Aggression**
- **Physical Aggression**
- **Substance Related Behavior**

**\*There is also a separate category for weapons.**

The levels of severity are classed as:

### **Level 1 - Moderate**

- ☐ This level means the behavioral incident is serious enough that staff members feel it is necessary to report or have a record of the behavior.
- ☐ Behavior is determined to be a moderate infraction or incident.
- ☐ This behavior disturbs or disrupts a child's well being, success in school, peer/adult relationships or causes damages to property.
- ☐ The behavior interferes with instruction, and demands the responsible adult to provide correction, reteaching and/or consequences.

### **Level 2 - Serious or Chronic**

- ☐ Staff members not only feel it is necessary to report the behavior and/or record it, but also to seek help in constructing interventions for the student.
- ☐ Assistance could be provided by sending the student to a behavior specialist, counselor or a principal/supervising teacher.
- ☐ The behavior disturbs or disrupts the child's well being, success in school or peer adult/relationships.
- ☐ The behavior interferes with instruction, and demands the responsible adult provide correction, reteaching and or consequences.
- ☐ It is probable the behavior will need to be addressed with a systematic plan.

### **Level 3 - Severe Dangerous or Illegal**

- ☐ Staff members feel the behavior demands immediate attention from school administrators.
- ☐ The student could be immediately removed to a protected environment where the behavior can be investigated by school officials and other community service agents or agencies.
- ☐ The behavior can result in immediate removal of the student from the school grounds because the behavior places students or staff in physical or emotional jeopardy.
- ☐ It is probable that the behavior will have to be addressed with a comprehensive plan that assures the well being and safety of all individuals.

## INFRACTIONS

### INAPPROPRIATE BEHAVIOR / SEXUAL MISCONDUCT

#### Level 1

Use of inappropriate language, inappropriate gestures, inappropriate pictures and drawings, inappropriate writing, rude notes, any sexual harassment, attempting to coerce or touch of intimate parts

## DISHONEST BEHAVIOR

### Level 1

Blaming others, telling stories, taking others' belongings, looking on others' work, sneaky, taking food, spreading false rumors, running away from supervision

### Level 2

Cheating, plagiarism, stealing, lying, vandalism, making up damaging stories, chronic dishonest behavior, making false complaint

### Level 3

Theft, cheating, dishonest work, submitting assignment prepared by another, lying, accusing others, joining with others to steal or be dishonest, severe stealing, cheating, lying, dishonesty, computer hacking

## HARASSMENT / INTIMIDATION / BULLYING

### Level 1

Teasing others, scaring others, making mild threats, disrespectful comments, gestures and disturbing others, persistent annoying behavior, association with gang (dressing, implying membership), name calling, mimicking, spreading hurtful rumors

### Level 2

Rude disrespectful comments, bullying/ threatening behavior, racially or sexually inappropriate comments/gestures/writing, hazing, discriminatory conduct

### Level 3

Repeated harassment of others/stalking, severe continuous bullying, racial/sexual comments, physical threats or threats to others well being, encouraging others to participate in intimidating or threatening or harassing behavior, extortion, gang activity (participation in collective illegal behavior), intense prejudice expressed toward others

## ABSENCE / TRUANCY / TARDY

### Level 1

Occasionally late to class/program, occasionally tardy, skips or misses class/program, misses bus, delays bus, misses class/program, absent with regularity, goes beyond permission slip (time, place)

### Level 2

Chronic absence, unexcused absence, chronic tardy, chronic skipping of classes/programs, refusal

## DISOBEDIENT / DEFIANT

### Level 1

Doesn't comply with instructions, doesn't follow rules, doesn't stay in seat/class/residence, smart mouth/rude, disrespectful, won't do assignments

### Level 2

Chronic rule breaking, flagrant disrespect, no boundaries, talking back, making fun of others, arguing with adults, walking around while bus is moving, chronic refusal/passivity, leaving activity or class without regard for consequences

### Level 3

Refusal to follow rules, leading others to break rules and be disrespectful, severe disrespectful behavior, power struggles, gross continuous defiance, threatening intimidation

## DISRUPTIVE / ACTING OUT

### Level 1

Talking out, noises, throwing objects, making faces, clowning, discourteous, mild tantrums

### Level 2

Chronic showing off, verbally interfering with class/residence life, wandering around room, annoying others, disrupting others' ability to work, tantrums, shouting, screaming

### Level 3

Seriously disrupting class, repetitive occurrences of disruptive behaviors, refusal to stop acting out, monopolizing students and staff attention, influencing others' disruptive behavior, out of control behavior, encouraging, soliciting others to engage in serious and/or illegal acts

## SUBSTANCE RELATED BEHAVIOR

### Level 1

Talking about drugs or alcohol, drawing or writing about substance/substance abuse, wearing clothes or jewelry which relates to substance abuse

### Level 2

Possession on campus of drug paraphernalia, chronic/persistent talk and writing about drugs and/or alcohol, inappropriate reading material related to alcohol and/or drug use

### Level 3

Under the influence of alcohol or drugs, having drugs or alcohol on campus, tobacco use or possession on campus, selling of illegal substances

## VERBAL AGGRESSION

### Level 1

Name calling/put downs, writing notes with inappropriate language toward someone, talking about someone in a mean manner, writing and drawing about aggressive acts, threats, signing in another person's "body space," using intimidating terms or language

### Level 2

Chronic/pointed name calling, shouting angrily, yelling personal insults, making violent threats to self and others, writing/drawing/e-mailing pictures of aggressive acts, violent language/communication, displaying depictions of violence, displaying signs of gang membership, explosive expressions of emotion

### Level 3

Making clear threats of violence/use of threatening words, speaking or writing of libelous or slanderous words, intense uncontrolled anger

## PHYSICAL AGGRESSION

### Level 1

Pushing, shoving, poking, tripping, scratching, throwing soft objects, stealing chair/seat, causing another to fall

### Level 2

Fighting, punching, hitting, hurting others physically, cutting, hurting self, eating or drinking unsafe substances, damaging, destroying property, putting self or others in physical danger

### Level 3

Mutilating self, dangerous physical aggression toward self or others, attacks causing injury, dangerous or careless use of equipment or object, throwing dangerous substances or objects, hurting or killing animals, fire setting, violent behavior

## WEAPONS

Weapons are not allowed on campus. Items that are considered weapons are:

- Handguns
- Rifles/shotguns
- Other firearms
- Any instrument or device from which a projectile may be fired by an explosive
- Knives and daggers
- Explosives
- Ammunition
- Lasers
- Dangerous chemicals or substances
- Instruments or devices capable of causing bodily harm, extreme pain
- Instruments or devices capable of causing damage to property
- Other (non-designated)

### Disclaimer

The above listed infractions are examples only to be used by staff as guidelines in determining whether or not an infraction exists and to what level of severity it exists. WSD staff may consider other actions as violations of the rules.

### Staff Response

Consequences will be determined with the age and cognitive status of the individual students as part of the consideration. In all situations, staff are expected to tell the student what rule he/she violated (tell the student what the staff person saw), explain what the staff person wants to see, ("this is what you should do"), explain why the new behavior helps, and model the new behavior for and/or with the student. This response is expected to be immediate.

## CONSEQUENCES

### Minor infractions

For minor infractions, staff will use natural consequences. These consequences can include but are not limited to such actions as asking a student to repeat his/her action correctly, forfeit free time to complete work, write/state apologies to harmed person, perform community service and/or change his/her clothing.

### For Level 1, 2, 3 infractions

Staff must apply one but may choose to apply more than one of the corrective actions listed below. These are only suggestions and other corrective actions may apply.

Consequence	Level 1	Level 2	Level 3
Re-do behavior correctly	x	x	x
Replace time/object	x	x	x
Set limits/offer choices	x	x	x
Write/draw apology letter	x	x	x
Remove from situation	x	x	x
Make restitution	x	x	x
Call parent/guardian	x	x	x
Place on behavior contract		x	x
Help victim		x	x
Suspension		x	x
Call police or other agencies		x	x
Placement considerations			x



## **EXCEPTIONAL CONDUCT**

Exceptional conduct promotes a positive school atmosphere. Examples of positive school conduct are (but not limited to):

- School service
- Volunteer work
- Assisting others when not asked to do so
- Positive school attitude
- Promptness
- Random acts of kindness
- Timely completion of tasks
- Citizenship
- Pursuit of extra-curricular activities

Exceptional conduct may result in the following recognition:

- Written notification to student
- Verbal recognition to student body
- Notification of parent
- Increased privileges
- Access to special events
- Student of the month awards

## **STUDENT SUPPLEMENT**

### **Behavioral Expectations**

The staff at the Washington School for the Deaf is committed to following the guidelines and practices as developed through the Foundations for Learning, Safe and Civil Schools program. Through this program, the staff have learned to document student behaviors, review this documentation to make adjustments in programming and staffing needs, use natural consequences when applicable, teach behavioral expectations, not assume that students know how to behave in various environments. Consequences for non-acceptable behaviors will be determined by the nature of the infraction as well as the age and developmental status of the student(s) involved.

While common area expectations are covered fully in this document, and while WSD has a Student Conduct Code (Chapter 148-120 WAC), the staff members respect the right of each class and each family to develop guidelines for within private boundaries of classroom and family private areas. These individual class and family guidelines will be shared in writing, annually, with parents/guardians of our students.

All students are expected to follow the Student Conduct Code and the laws of the State of Washington.

### **Universal Expectations**

**The students at Washington School for the Deaf will:**

- Respect others
- Respect places
- Respect property
- Respect person/self

## **Common Areas**

The following is a list of common areas at Washington School for the Deaf:

- Auditorium
- Bathrooms
- Cafeteria
- Community (field trips, electives, shopping, work experience)
- Foyers
- Gymnasiums
- Hallways
- Libraries (school, public)
- Neighborhood (area in front of cottages)
- Offices
- Parking lots/parking lot waiting areas
- Pathways
- Play areas
- Play fields
- Playgrounds
- Student centers
- Transportation (bus, plane, train)
- Visiting areas in cottages

### **General behavior expectations for all students for the above areas:**

- All students enter and exit common areas by walking appropriately
- All students remain alert to the environment
- All students keep their hands and feet to themselves
- All students use an appropriate level of communication
- All students clean up after themselves
- All students communicate in polite ways. (sign, words, body expression, voice)
- All students respect adults and group leaders

## **COMMON AREA BEHAVIOR EXPECTATIONS**

### **Auditorium & Assemblies**

- All students keep hands and feet to themselves.
- All students communicate in polite ways. (sign, words, body expression, voice)
- All students use appropriate level of communication
- All students enter and exit common areas by walking ----appropriately.
- All students remain alert to the environment.
- All students respect adults and group leaders.
- All students clean up after themselves.
- All students become quiet when the lights dim.
- All students use quiet signs/voices.
- All students remain seated throughout whole program.
- All students pay attention to speakers and performers.
- All students applaud appropriately.
- All students follow directions of the ushers.
- All students leave food and drinks in the lobby.

### **Bathrooms**

- All students keep hands and feet to themselves.
- All students communicate in polite ways. (sign, words, body expression, voice)
- All students use appropriate level of communication.
- All students enter and exit common areas by walking appropriately.
- All students remain alert to the environment.
- All students respect adults and group leaders.

- All students clean up after themselves.
- All students respect other people's privacy.
- All students use bathroom or stall alone and lock the door.
- All students flush the toilet after use.
- All students wash hands with soap and turn off water.
- All students clean up after themselves.

## **Cafeteria**

- All students keep hands and feet to themselves.
- All students communicate in polite ways. (sign, words, body expression, voice)
- All students use appropriate level of communication.
- All students enter and exit common areas by walking appropriately.
- All students remain alert to the environment.
- All students respect adults and group leaders.
- All students clean up after themselves.
- All students come in with clean hands.
- All students form single file lines to pick up food.
- All students show the staff their trays at lunch.
- All students take one serving of the main course.
- All students have a maximum six persons to a table.
- All students remain seated during meals.
- All students respect other people's eating time.
- All students ask for permission to leave table.
- All students clean up all food items from trays, and then stack the trays and dishes neatly.
- All students wait to be dismissed to play areas by staff.

## **Community (field trips, electives, shopping, work experience)**

- All students keep hands and feet to themselves.
- All students communicate in polite ways. (sign, words, body expression, voice)
- All students use appropriate level of communication.
- All students enter and exit common areas by walking appropriately.
- All students remain alert to the environment.
- All students respect adults and group leaders.
- All students clean up after themselves.
- All students use appropriate manners in appropriate place.
- All students carry WSD identification with phone numbers for emergencies.
- All students cooperate with all adults in public areas.
- All students follow the rules and expectations of any facility or public/private area they visit.

## **Foyers**

- All students keep hands and feet to themselves.
- All students communicate in polite ways. (sign, words, body expression, voice)
- All students use appropriate level of communication.
- All students enter and exit common areas by walking appropriately.
- All students remain alert to the environment.
- All students respect adults and group leaders.
- All students clean up after themselves.
- All students keep foyers open to people walking through.
- All students use quiet voices and signs.

## **Gymnasiums**

- All students keep hands and feet to themselves.
- All students communicate in polite ways. (sign, words, body expression, voice)
- All students use appropriate level of communication.
- All students enter and exit common areas by walking appropriately.
- All students remain alert to the environment.
- All students respect adults and group leaders.
- All students clean up after themselves.

## **PARTICIPANTS**

- All students play safely and respectfully.

- All students handle equipment with care.
- All students use good sportsmanship and manners.

#### **SPECTATORS**

- All students stay within assigned areas.
- All students applaud/cheer appropriately.
- All students leave food and drinks outside of the gym.
- All students follow the directions of the ushers.

#### **Hallways**

- All students keep hands and feet to themselves.
- All students communicate in polite ways. (sign, words, body expression, voice)
- All students use appropriate level of communication.
- All students enter and exit common areas by walking appropriately.
- All students remain alert to the environment.
- All students respect adults and group leaders.
- All students clean up after themselves.
- All students keep hallways clear for others to pass through.
- All students use hallways as walkways from one room to another.
- All students walk on the right side of the hall.
- All students have blue slips to use the hall during class time and before or after school hours.

#### **Libraries**

- All students keep hands and feet to themselves.
- All students communicate in polite ways (sign, words, body expression, voice)
- All students use appropriate level of communication.
- All students enter and exit common areas by walking appropriately.
- All students remain alert to the environment.
- All students respect adults and group leaders.
- All students clean up after themselves.
- Students work quietly.
- Students leave all food and drink items outside of the library.
- Students sit properly in chairs and tables.
- Students use televisions for news and library loaned videos when given permission by a staff person.
- Students follow established library routines.
- Students have a blue slip to enter and leave the library unless they are with a class.
- Students follow the directions of staff.
- Students use computers with permission of the staff.
- Students follow computer rules.
- In meetings, students follow directions of ushers.

#### **Neighborhood (area in front of cottages)**

- All students keep hands and feet to themselves.
- All students communicate in polite ways. (sign, words, body expression, voice)
- All students use appropriate level of communication.
- All students enter and exit common areas by walking appropriately.
- All students remain alert to the environment.
- All students respect adults and group leaders.
- All students clean up after themselves.
- All students keep area clean.
- All students throw trash in appropriate receptacles.
- All students put toys, clothes and backpacks away.
- All students are aware of other students at play.
- All students allow others to play near them.

#### **Offices/staff areas**

- All students keep hands and feet to themselves.
- All students communicate in polite ways (sign, words, body expression, voice)
- All students use appropriate level of communication.
- All students enter and exit common areas by walking appropriately.
- All students remain alert to the environment.
- All students respect adults and group leaders.

- All students clean up after themselves.
- A student enters **staff only** areas with a blue slip.
- A student enters offices only when the student has business to discuss.

### **Parking lot/parking lot waiting areas**

- All students keep hands and feet to themselves.
- All students communicate in polite ways. (sign, words, body expression, voice)
- All students use appropriate level of communication.
- All students enter and exit common areas by walking appropriately.
- All students remain alert to the environment.
- All students respect adults and group leaders.
- All students clean up after themselves.
- All students watch for, and respect cars/vehicles.
- All students wait in designated waiting areas.
- All students wait for designated driver.
- All student drivers respect speed limits.
- All student drivers give ESD buses the right of way.
- All student drivers leave after charter buses on travel days

### **Pathways**

- All students keep hands and feet to themselves.
- All students communicate in polite ways. (sign, words, body expression, voice)
- All students use appropriate level of communication.
- All students enter and exit common areas by walking appropriately.
- All students remain alert to the environment.
- All students respect adults and group leaders.
- All students clean up after themselves.
- All students watch for and respect other pedestrians (walkers).

### **Play Areas**

- All students keep hands and feet to themselves.
- All students communicate in polite ways. (sign, words, body expression, voice)
- All students use appropriate level of communication.
- All students enter and exit common areas by walking appropriately.
- All students remain alert to the environment.
- All students respect adults and group leaders.
- All students clean up after themselves.

### **PARTICIPANTS**

- All students play safely and respectfully.
- All students handle equipment with care.
- All students use good sportsmanship and manners.
- All students stay within assigned areas.
- All students follow the rules of games.
- All students follow directions of adults in charge.

### **Playground**

- All students keep hands and feet to themselves.
- All students communicate in polite ways. (sign, words, body expression, voice)
- All students use appropriate level of communication.
- All students enter and exit common areas by walking appropriately.
- All students remain alert to the environment.
- All students respect adults and group leaders.
- All students clean up after themselves.
- All students play safely and respectfully.
- All students handle equipment with care.
- All students be aware of hazards.
- All students use good sportsmanship and manners.
- All students follow the rules of games.
- All students stay within assigned areas.
- All students leave all natural objects alone (rocks, sticks and flowers).
- All students follow the directions of the staff in charge

## **Play Fields**

- All students keep hands and feet to themselves.
- All students communicate in polite ways (sign, words, body expression, voice).
- All students use appropriate level of communication.
- All students enter and exit common areas by walking appropriately.
- All students remain alert to the environment.
- All students respect adults and group leaders.
- All students clean up after themselves.

## **SPECTATORS**

- All students stay within the boundaries.
- All students stay away from players and cheerleaders and stay in fan area.
- All students walk up and down stairs only.
- All students do not jump from one level to another.
- All students hold rails and/or use rails appropriately.
- All students communicate with staff/adult about
  - Going to the restroom.
  - Visiting the snack bar.
  - Leaving the play field area.
- All students follow the directions of the ushers.

## **Student centers (snack bars, meeting rooms)**

- All students keep hands and feet to themselves.
- All students communicate in polite ways. (sign, words, body expression, voice)
- All students use appropriate level of communication.
- All students enter and exit common areas by walking appropriately.
- All students remain alert to the environment.
- All students respect adults and group leaders.
- All students clean up after themselves.
- Students put away games and toys.
- Students keep walk areas clear of books and other materials.
- Students clean up any food wrappings and/or food.
- All students keep hands where staff/adult in charge can see them.

## **Transportation (car, bus, train, plane)**

- All students keep hands and feet to themselves.
- All students communicate in polite ways. (sign, words, body expression, voice)
- All students use appropriate level of communication.
- All students enter and exit common areas by walking appropriately.
- All students remain alert to the environment.
- All students respect adults and group leaders.
- All students clean up after themselves.
- All students form a single line to enter and exit vehicle.
- All students place bags on the floor out of walkways or under the seat in front of them neatly.
- All students stay seated when communicating with each other.
- All students follow directions from an adult, especially during emergencies.
- All students clean up after themselves.
- All students keep hands where staff/adult in charge can see them.
- All students wear seatbelts when appropriate.
- All students leave windows closed.
- All students keep hands, head, feet and other articles inside of vehicle.
- All students stay seated if vehicle is moving.

## **Visiting areas in cottage**

- All students keep hands and feet to themselves.
- All students communicate in polite ways. (sign, words, body expression, voice)
- All students use appropriate level of communication.
- All students enter and exit common areas by walking appropriately.
- All students remain alert to the environment.
- All students respect adults and group leaders.
- All students clean up after themselves.

- All students have a signed "blue slip" from staff.
- All students clean the area before they leave.
- All students follow the directions of the SLCs.
- All students respect the private living areas.
- All students communicate with staff if they want to leave the area



